

PROFESSIONAL DEVELOPMENT POINTS SYSTEM



The PD Points Cycle commences on 1 January and concludes on 31 December annually. Please check the Suzuki Music calendar to plan your PD each year, but be aware, PD events run subject to minimum numbers and may have to be cancelled.

Teachers (including teachers in training at all levels) will need to acquire 100 points by the end of the year to be eligible for Teacher Certification for the following year. That is, completing 100 points during 2024 will give a teacher certification to be eligible for the 2025 teacher directory and/or entering graduations (subject to minimum accreditation levels).

Within the 100-point total, a minimum of 60 points of specific Suzuki PD from Table A will be required (including 30 points of instrument specific PD per different discipline taught [or 10 points for a second closely related discipline ie violin/viola, flute/recorder, piano/organ]) and the remaining 40 points can be made up of a variety of activities including:

- More Suzuki PD from Table A (instrument specific or general all instruments pd) including PD run by other Suzuki association world wide.
- Other relevant non-Suzuki study or PD from Table C
- Self-directed learning (reading Suzuki texts etc) from Table A
- Undertaking a higher level of Suzuki training from Table A
- Observation of student lessons (including lessons with your own children, if applicable) from Table D
- Teachers undertaking individual lessons with a Suzuki trainer to further develop their own playing ability from Table D
- Specific contributions to Suzuki Committees and official Suzuki Music student events from Table B

The PD Points system applies to all teachers (including teacher trainers) and teachers in training.

WHAT DOES IT MEAN TO BE A CERTIFIED SUZUKI TEACHER?

Teachers who are certified are eligible for inclusion on the published Suzuki Teachers list (Approved trainee status or accredited) and to enter students for Graduation (subject to accreditation, membership and additional requirements being met).

Please note that certification of a teacher is separate to accreditation (when a teacher completes a Primary, Intermediate or Advanced level). This means that a teacher who does not meet the certification criteria for a given year does **not** lose the accreditation level they have already attained.

PD POINTS REQUIREMENT

Every Suzuki Teacher and Teacher Trainee must complete 60 points from Table A in the calendar year, of which at least 30 points must be instrument specific per discipline taught (which means if you have trained in two instruments you must complete 30 points for each instrument). Teachers who have commenced or completed training in a second closely related instrument need to complete at least 10 Table A points specific to their second instrument (eg piano 30 points and organ 10 points; violin 30 points and viola 10 points; flute 30 points and recorder 10 points).

The remaining 40 points may be completed from any table – Table A to Table D.

As points are awarded for completion of Accreditation Courses (Primary, Intermediate and Advanced), as well as for attendance at lectures and tutorials, points cannot be accrued in isolation for any activity that is a requirement of an Accreditation Course (eg Primary or Intermediate Course event volunteering, Lesson Observation, Required Individual consultations/lessons etc). For example, if a teacher is using observation of lessons towards their course assessments, they cannot also claim PD points for observation of those lessons.

Points cannot be accrued for any activities for which you have received any form of payment.

IMPLEMENTATION AND ADMINISTRATION OF PD POINTS SYSTEM

The PD Requirements information includes:

- PD Requirements tables with full details of points and categories
- Application form for items requiring prior approval from PD committee
- Application for Special Consideration of non-completion of PD points

Please see Tables A - D below for record keeping requirements and points for different activities.

SUBMITTING PD POINTS

Teachers should submit their PD points for approval using the online Suzuki Membership Portal.

- Log in to the membership portal using your email address and the password you have set.
 - If you have not done this before or have forgotten your password, please use the 'forgot password' link to set a new password and follow the instructions to set a new password.
- At the top of the screen (on the right), you will see your current PD points tally. It is broken up into Table A points for each instrument, Table A General points (ie, all instruments PD) and Tables B, C and D points plus a summary total points. You can easily see how you are tracking for this year.
 - Please note that
 - committee participation points in Table B will be added after the AGM by Suzuki Music each year and will be taken from the new committee lists as presented at the AGM.
 - Any points accrued for attendance at official Suzuki Music professional development sessions in Victoria (eg All inst or piano pd in February or Autumn Festival) will be added by Suzuki Music and subject to hours signed on attendance rolls or submission of notes for online sessions.
 - when you add PD points your points will not be added to your tally until Suzuki staff have reviewed them and verified the points. You DO NOT need to contact Suzuki Music to ask for the points to be checked – we are notified by our database when someone adds new points for verification.
- Click on the PD points button on the home screen to take you to the PD points screen.
- Here, you can see information about any of the points you have already earned AND you can add new points for approval using the 'Add New PD' button on the right hand side of the screen.
- Use the information in the Tables of Points, included below in this document, to enter the table (PD category in the database) and type of PD (PD Sub category and PD Activity Name) using the drop down lists. You can add details about the activity for which you are claiming points in the Description box and you should add the date of the event too. You need to check the tables to see how many points you should earn and enter those in the Raw Points box. Suzuki staff will contact you for further information, if necessary. An example of adding points for observation hours is shown below. Click on **Add** to include your points in your PD listing.
- Please be aware that some categories of points require approval BEFORE the event.

Teacher PD Activity::Add a New Teacher PD

PD Category *	Other Activities and undertakings
PD Sub Category *	Observation of Suzuki lessons
PD Activity Name	Suzuki Lessons or Masterclasses given by Accredited Suzuki Teachers
Activity Description	Observation of Lessons by S Teacher - 3 hours
Instrument *	Piano - Primary
Activity Date	2023-05-03
Allocated Year *	2023
Raw Point *	15
<input type="button" value="Add"/> <input type="button" value="Reset"/> <input type="button" value="Cancel"/>	

- After you have submitted your points listing, Suzuki Music staff will review the entry and contact you for further details if required.

It is the teacher's responsibility to check their PD points tally throughout the year and advise Suzuki Music of any anomalies. Teachers should keep separately any other documentation (receipts, reports etc) as listed on tables A – D.

Please note for **all activities in Table C**, teachers are required to submit proof of successful completion to the Suzuki Music office. Please do not send your evidence of completed points to Suzuki Music until it is requested.

There will be random audits of PD Record charts at the end of each calendar year.

WHAT HAPPENS IF THE PD REQUIREMENT IS NOT COMPLETED BY THE END OF THE YEAR?

If a teacher has not completed 100 points at the end of the year ie. if a teacher has 70 points, they would lose certification at the start of the following year.

If exceptional circumstances have stopped a teacher from completing 100 points in the year, an application for special consideration can be submitted to the Professional Development committee for consideration by 30 October.

PD Points tables

Each table below indicates the type of professional development and the number of points that can be awarded for completion. Each table is a different colour and some go on to the next page.

TABLE A: Core Suzuki Professional Development – General OR Instrument Specific AT LEAST 60 POINTS MUST BE COMPLETED FROM THIS TABLE WITH AT LEAST 30 POINTS PER INSTRUMENT (OR 10 points for a closely related second instrument) Most points from this table will be added to your record by Suzuki staff.			
Category	Activity	Points	Comments
Accreditation Courses (based on 100% attendance) (Intermediate and Advanced training undertaken over more than 1 year will attract pro-rata points based on attendance)	Primary Course - Lecture Series	40	General Table A
	Primary Course - Tutorial Series	60	Instrument Specific Table A
	Primary Course – 2 nd year tutorials (reunion tutorials)	60	Instrument Specific Table A (10 points per hour)
	Baby and Toddler Music Part A	35	Instrument Specific Table A
	Baby and Toddler Music Part B	25	Instrument Specific Table A
	Intermediate Course - Full Lecture Course	40	General Table A (10 points per lecture)
	Intermediate Course - Full Tutorial Course	60	Instrument Specific Table A
	Advanced Course	80	
	Completing Suzuki Accreditation level at Primary, Intermediate or Advanced Level (excluding Viola Primary accreditation)	40	
	Completing Suzuki Accreditation level at Primary level – Viola	20	
	Suzuki Training Course undertaken internationally (ie the teacher has travelled overseas to undertake the course)	Up to 75	To be confirmed on an individual basis by PD Committee
	Other Suzuki certified courses (eg viola conversion course)	On Appl.	To be confirmed on an individual basis by PD Committee
Official Suzuki PD sessions	Suzuki Autumn Festival PD Program or similar offered by Suzuki Music in Victoria	10/hour	Max. 80 points for Festival in Victoria only.
	Suzuki PD - Instrument Specific	10/hour	
	Suzuki PD - All Instrument (non-instrument specific)	10/hour	
	Suzuki PD - International or Interstate Suzuki PD Sessions including conferences or festivals.	10/hour	Max. 60 Points per event

Graduation Auditor Training	Work with Teacher Trainer or Experienced auditor to learn to become a Graduation Auditor	30	Lifetime limit of once per instrument taught
Regional Teachers	Travel to a Victorian Suzuki PD event more than 60km from your residential address	10	Max. 20 points per year; points may not be included as instrument specific points
Self-Directed Suzuki PD (for general Table A points only)	Read/watch an approved (Appendix B) Suzuki Book/DVD about Suzuki Philosophy or teaching of your instrument and write a 500 word summary/comment	10	Max. 20 points per year; may not be included as instrument specific points
Non trainer presenting Suzuki PD at a Suzuki PD session	If teacher is paid they can claim 10 points per hour (up to the duration of their presentation) for preparation. Eg, a teacher is asked to present a 1 hour session and is paid for that, so they can claim 10 points of preparation time.	10/hour to maximum duration of presentation	Max. 20 points per year
	If teacher is unpaid they can claim 10 points per hour for presenting the session plus 10 points per hour (up to duration of the presentation) for preparation except where it is a requirement of a bursary received from Suzuki Music, and then no points can be claimed.	20/hour to maximum duration of presentation	Max. 40 points per year

TABLE B: Involvement in Suzuki Music Activities			
Category	Activity	Points	Comments
Suzuki Committees - *Total Maximum points of 30 per year for all Committee Memberships combined.	President of Suzuki Music	40	
	Teacher Vice-President	20	
	Member of Suzuki Music Council	10	
	Member of Suzuki Music Council Sub-Committee* (GAC, Strategic Planning, Website, Festival, Piano Executive Committee etc)	10	
	Sole Convenor of Instrument Committee*	20	
	Co-Convenor of Instrument Committee*	15	
	Director of Professional Development	20	
	Member of PD Committee*	10	
	Member of Instrument Committee*	10	
	Teacher Trainer	40	
Director of Instrument Teacher Training	10		
Assistance at official Suzuki Music association Events - Total maximum points of 30 per year for all Convening or assistance at events combined.	Convenor of Full Day Event (Student Concerts, Graduations, Workshop, PD Event etc). The convenor must attend the entire duration of the event (or their portion if the convening has been shared). Assistance at events points and Attendance at all concerts points (see below) may also be claimed by Convenors of Events.	20/event	Must complete the convenor report sheet and submit to office within two weeks of the event.
	Convenor of Single Concert	10/concert to max. 20/event	
	Assistance at Student Event – only ONE assistance claim can be made per event day.	10/event	Only one claim may be made per event.

Cont. from previous page	Student Concerts – Compering or Hosting or Piano Foot stooling OR Student Event – Tuning, Door, Set up/Pack up, Co-Host or Concert Programming, COVID certificate checking etc	5/event	
	Attendance at <u>all concerts</u> that your students are enrolled in at one official Suzuki concert event day. This can be claimed in addition to the points above.	5/event	event convenor to verify by submitting teacher attendance list. One claim per event.
	Billet an official Guest Teacher invited by Suzuki Music for a Suzuki Music event.	20/event	One claim per event.

TABLE C: Completion of Non-Suzuki Courses *Proof of Completion to be submitted to Suzuki Music before points can be verified

Category	Activity	Points	Comments
Additional Qualifications - Awarded for the year of completion.	A.Mus.A AMEB Qualification	40	
	L.Mus.A AMEB Qualification	40	
	Orff Schulwerk Course - Level 1, 2, 3 or 4	20/level	
	Kodaly Course - Level 1, 2 or 3	20/level	
	Dalcroze Courses - Level 1, 2, 3 or 4	20/level	
	University Diploma - Music	30	
	University Diploma - Education	30	
	Bachelor of Music	40	
	Master of Music	40	
	Bachelor of Education	40	
	Master of Education	40	
	PhD in Education or Music	10/year	Awarded per year during study period; proof of enrolment rewa

TABLE D: Other Activities & Undertakings – to be entered online by 30 November each year

Category	Activity	Points	Comments
Research and Publications (must be of benefit and available to Suzuki Teachers and Students) - Points awarded at discretion of PD committee	Write and publish a book	30	
	Write and publish materials	Up to 20	
	Research Project - individual	20/project	Max. 40 points
	Research Project - as part of a group	10/project	Max. 20 points
	Published article for Suzuki Notes or other Suzuki association newsletter or journal	10/article	Max. 20 points
	Review a Published book/DVD/concert for Suzuki Notes	10/article	Max. 20 points
	Published article about Suzuki for a non-Suzuki magazine or journal. Must be submitted to PD committee for approval prior to publication	10/article	Max. 20 points
Observation of Suzuki lessons	Suzuki Lessons or Masterclasses given by Accredited Suzuki Teachers	5/hour	Max. 30 points. Notes to be kept on what was observed, dates and times of lessons etc

Instrumental Lessons	1-hour lesson with a Suzuki Teacher Trainer or teacher approved by the Director of Teacher Training for the instrument	5/hour	Max. 20 points. Teacher to keep notes of lesson and repertoire covered
Teaching Consultation	1-hour consultation with a Teacher Trainer for feedback on Teaching	5/hour	Max. 10 points. Teacher to pay Trainer for the consultation.
Suzuki in the Community (Approval from PD committee to be obtained on a case-by-case basis prior to the event taking place.)	Event promoting Suzuki in the Community	15/event	Max. 30 points
	Give a presentation on Suzuki Music to a Tertiary Institution, School or Community Group	15/event	Max. 30 points
	Presentation of a paper about Suzuki Method at a non-Suzuki conference	15/event	Max. 30 points
PD Sessions given by other approved organizations Refer to Appendix A for approved organizations. Approval for further organisations must be granted by the PD Committee prior to the event	Half-day PD session (2 - 3 hours)	10	To a combined maximum of 30 points per year. Teachers to keep receipts and brief notes on each session attended.
	Whole-day PD Workshop (5 - 6 hours)	20	
	Two-day PD Workshop (10 hours +)	30	
Observation of non-Suzuki masterclasses	Non-Suzuki Masterclasses conducted by University level teacher. Prior approval by the Director of PD of that instrument is required.	5/hour	Max of 20 points per cycle. Teacher to keep notes on lessons observed; online masterclasses may be viewed
Instrumental Lessons for a Teacher	1-hour lesson with a non-Suzuki University level teacher approved by the Director of Teacher Training for the instrument	5/hour	Max of 20 points per cycle. Teacher to keep notes of lesson and repertoire covered

Attendance at Concerts	Attendance at a Professional Classical Music concert (includes opera, musicals and ballet)	5/concert	Max of 20 points per cycle. Teacher to keep Ticket/Receipt and a short review of the concert
Performance in voluntary community orchestras	Participate in a voluntary capacity in a community orchestra public performance of an orchestra	10/public performance	Max of 20 points per cycle. Teacher to keep a copy of the relevant page or pages of the programme as proof.
Presenting a solo recital (unpaid)	Present a solo recital to the public	20/public performance	Max of 20 points per year

APPENDIX A – Approved Organisations offering Professional Development that can be used for Table D PD.

PD offered by Schools or Universities

ABC Colour Strings
Association of Music Education (aMuse)
Australasian Piano Pedagogy Conference (APPC)
Australian Music Examinations Board (AMEB)
Australian National Association of Teachers of Singing (ANATS)
Australian School of Performing Arts (ASPA)
Australian Society for Music Education (ASME)
Australian Strings Association (AUSTA) and state chapters
Bernie's Music Land
Dalcrose Australia
Keys of Life
Kodaly Music Education Institute of Australia (KMEIA)
Laussade Studio PD Workshops
Music Works Magic
Pat's Music
School for F. M. Alexander Studies, Melbourne
Victorian Flute Guild
Victorian Music Teachers Association (VMTA)
Victorian Orff Schulwerk Association

Other organisations not on this list to be approved by the Suzuki PD Committee upon request.

APPENDIX B – Texts about Suzuki Method and Teaching

1. Directly relating to the Suzuki Approach

Barlowe, A. (1992). *Happy Listening Guide*. Summy-Birchard Co.
Bauman, S. (1994). *In Search of the Japanese Spirit in Talent Education* Secaucus, New Jersey: Summy-Birchard
Behrend, L. (1998). *The Suzuki Approach*. Summy-Birchard Music.
Bigler, C & Lloyd-Watts, V. (1979). *Studying Suzuki Piano: More than Music*, Summy-Birchard Co.
Cannon, J. (2002). *Diamond in the Sky*. Summy-Birchard Co.
Colquhoun, F. (1999). *What the Students Taught the Teacher*. Summy-Birchard Co.
Comeau, G. (1988). *10 Teachers Viewpoints on Suzuki Piano*.
Craig Powell, M. (1988). *Focus on Suzuki Piano*. Summy-Birchard Co.
Garson, A. (2001). *Suzuki Twinkles – An Intimate Portrait*. Summy-Birchard.
Goodner, CE. (2017). *Beyond the Music Lesson – Habits of Successful Suzuki Families*. Brookside Suzuki Strings, LLC.
Grilli, S. (1987) *Preschool in the Suzuki Spirit*. Japan: Harcourt Brace Jovanovich
Hermann, E. (1981) *Shinichi Suzuki – The Man and His Philosophy*, Summy-Birchard Co.
Honda, M. (1976) *Suzuki Changed My Life*, Summy-Birchard Co.
Honda, M. (2002). *The Vehicle of Music*. Summy-Birchard Co.
Kataoka, H. (1988). *My Thoughts on Piano Technique*. Summy-Birchard Co.
Kataoka, H. (1993). *Sensibility in Education* Salt Lake City: Piano Basics Inc.
Kataoka, H. (1985). *Thoughts on the Suzuki Piano School*. Summy-Birchard Co.
Kempter, S. (1991). *Between Parent and Teacher* Ann Arbor: Shar Publications
Kempter, S. (2003). *How Muscles Learn – Teaching the Violin with the Body in Mind*, Alfred Publishing
Kreitman, E. (1998). *Teaching from the Balance Point: A Guide for Suzuki Parents, Teachers and Students* Western Springs School of Talent Education, Illinois

APPENDIX B cont.

Landers, R. (1995). *Talent Education of Shinichi Suzuki – An analysis* Princeton, NJ: Daniel Press
McCall, C. (1993). *Group Lessons for Suzuki Violin and Viola*, Summy-Birchard Co.
Mills, E. (ed) (1973). *The Suzuki Concept* Berkeley: Diablo Press
Morris, C. (1984). *A Suzuki Parent's Diary* Warner Bros. Pub. Inc.
Sheil, ML. (1985) *Eye before Ear or Ear before Eye?* Coogee: STEAA (NSW)
Shepherd, L. (2012) *Memories of Dr Shinichi Suzuki – Son of His Environment*, Brisbane: Glass House Books

Slone, K. (1985) *They're Rarely Too Young And Never Too Old "To Twinkle"*, Shar Products Company

Starr, W. & C. (1983). *To Learn with Love* Knoxville, Tennessee: Kingston Ellis Press

Starr, W. (1976) *The Suzuki Violinist*. Summy-Birchard Co.

Suzuki, S. (1969). *Ability Development from Age Zero*, Athens, Ohio: Ability Development Associates

Suzuki, S. (1986). *Man and Talent: Search into the Unknown* Ann Arbor, . Michigan: Shar Products Co.

Suzuki, S. (1993). *How to Teach Suzuki Piano*. Summy-Birchard Co.

Suzuki, S. (1969). *Nurtured by Love* Melbourne: Centre Publications

Suzuki, S. (1998). *Shinichi Suzuki: His Speeches and Essays*, Summy-Birchard Co.

Suzuki, S. (1982). *Where Love is Deep* Indiana: World Press

Suzuki, S. (1996). *Young Children's Talent Education & its Method*, Summy-Birchard Co.

Suzuki, W. (1987). *My Life with Suzuki* Athens, Ohio: Senzay

Tanaka, S. (2002). *Everything Depends on How We Raise Them*. Summy-Birchard Co.

Thornton, A. (1983). *Parents' Guide to the Suzuki Method* Omnibus Press

Timmerman, C. (1987). *Journey down the Kreisler Highway* Memphis, Tennessee: Ivory Palaces Music Publishing

Warby, Sheila (2002) *With Love in my heart and a Twinkle in my ear* Sydney: Southwood Press

Wickes, L. (1982) *The Genius of Simplicity*, Princeton, New Jersey: Birch Tree Group

2. Other

Auer, L. (1980). *Violin Playing – As I Teach It*, New York: Dover Publications Inc.

Choksy, L. (1981). *The Kodaly Context* Englewood Cliffs, NJ: Prentice-Hall, Inc.

Griffin, M. (2017). *Children and Learning: Learning Strategies for Musical Success*. Music Education World

Havas, K. Stage Fright, with Special Reference to Violin Playing. Bosworth

Langer, S. (1963) *Feeling and Form* London: Routledge & Kegan

Langer, S (1967) *An Essay on Human Feeling* Baltimore: Johns Hopkins Press

Mackie, V. (2002) *Just Play Naturally – An Account of her Cello Study with Pablo Casals in the 1950s and Her Discovery of the Resonance Between His Teaching and the Principles of the Alexander Technique*, Duende Editions

Markevitch, D. (1984). *Cello Story*. Summy-Birchard Music.

Martens, FH (ed.) *Interviews with Heifetz, Auer, Kreisler and others*, Dover Publications Inc.

Mehl, M. (2014) *Not By Love Alone – The Violin in Japan, 1850 – 2010*, Copenhagen: The Sound Book Press

Menuhin, Y & Primrose, W. *Violin and Viola*, London: Kahn and Averill

Murphy, F. (revised 2021) violinbowtechnique.com

Primrose, W. *Walk on the North Side – Memoirs of a Violist*, Brigham Young University Press

Reimer, B. (1989) *A Philosophy of Music Education* (2nd ed.) Englewood Cliffs: Prentice Hall

Sicher, S (1997, 2000) *Basics – 300 Exercises and Practice Routines for the Violin*, Edition Peters

Small, C (1977) *Music. Society. Education*, London: John Calder

Sprunger, E. (2005). *Helping Parents Practice: Ideas for Making it Easier*. Missouri: YES Publications.

Swanwick, K. (1981) *A Basis for Music Education*, NFER-Nelson

Witkin, R. W. (1974) *The Intelligence of Feeling* London: Heinemann

Approval for Further Texts can be requested from the PD Committee using the appropriate form in the PD Points Pack.