

# **NATD**

## **Recognition of Prior Learning**

### **Level 4 Diploma in Dance Teaching**

#### **Guidance for applicants**

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## 1. Introduction

### 1.1 What is recognition of prior learning?

Recognition of prior learning is a way of recognising your previous skills, achievements and qualifications which may count towards achievement of the level 4 Diploma in Dance Teaching.

Telling us about your previous achievements may mean that you do not have to complete some parts of the qualification as you already have sufficient evidence to prove that you can meet the standards required.

### 1.2 What counts as recognised prior learning?

Learning that could potentially count towards the qualification could include:

- Qualifications gained from another regulated dance organisation
- Qualifications gained from dance organisations who are validated members of the Council for Dance, Drama and Musical Theatre
- Qualifications gained from any other regulated awarding organisation
- Qualifications gained from Higher Education institutions
- Courses attended either focussing on dance or on other aspects (for example health and safety, anatomy and physiology)
- Experience as a dancer or dance teacher

You will need to provide evidence to Head Office of the prior learning or experience you have gained. Evidence could include:

- Qualification certificates from regulated awarding organisations
- Qualification certificate from CDMT validated dance organisations
- Course certificates
- Course outlines and learning outcomes
- Course material
- Portfolio evidence
- Experiential evidence (eg a learning log, personal statement etc)
- Teaching practice evidence (eg class plans, outlines, feedback to candidates, evidence of classes taught, DVD etc)

You will need to complete the form provided by Head Office showing where your evidence meets the learning outcomes and assessment criteria for the units of the Level 4 Diploma in Dance Teaching.

Head Office will then check the evidence you have provided and the completed form and will inform you within 28 working days of whether the evidence can be counted towards the achievement of the learning outcomes and assessment criteria.

Head Office will review each request for recognised learning on a case by case basis.

### 1.3 How do I apply for recognised prior learning?

You will need to complete an application form which is available on our website to download.

The next section gives step by step guidance about how to complete the application form.

## 2. Completing the application form

The application form is split into 2 sections.

Section A asks for information about your previous qualifications or courses you have taken which may meet the requirements for the qualification.

Section B asks for specific information to meet the requirements for each unit within the qualification.

Please complete the form giving as much information and evidence as you can. You may need to include additional documents. Where this is the case you can provide a reference to the document in the form.

### 2.1 Section A

Section A asks for evidence of achievements. Evidence of achievements can come in a range of forms, from qualification certificates to course materials or a portfolio.

For Section A you need to tick which of the achievements you are submitting as evidence for the application.

#### 2.1.1 Qualification certificate from other regulated dance awarding organisations

A number of other dance organisations are recognised by the regulatory authorities in the UK – Ofqual, Qualifications Wales, CCEA and/or SQA. If your qualification is recognised the certificate should have the logo of the appropriate regulator(s) on it. If your certificate does not have a logo on it the organisation may still be recognised by. Currently the following dance organisation offer regulated qualifications:

- bbodance
- Graded Qualifications Alliance (includes awards by British Theatre Dance Association and United Teachers of Dance)
- International Dance Teacher's Association
- Imperial Society of Teachers of Dancing
- Royal Academy of Dance
- RSL Awards (includes awards by Professional Teachers of Dancing, , Russian Ballet Society and UKAdance)

To find out which organisations are recognised, check the Ofqual Register of qualifications (also covers those regulated by CCE) <http://register.ofqual.gov.uk> , the Qualifications Wales register <https://www.qiw.wales/> , or the SQA accredited qualifications database

[https://accreditation.sqa.org.uk/accreditation/Qualifications/Accreditation\\_Qualification\\_Search](https://accreditation.sqa.org.uk/accreditation/Qualifications/Accreditation_Qualification_Search)

If you do have a qualification from one of these organisations that you'd like to submit as evidence, please tick this box and include the name of the organisation and date of issue of the certificate and provide a copy of the qualification certificate.

In many cases the content of these qualifications will be similar to the NATD Level 4 Diploma in Dance Teaching.

### **2.1.2 Qualification certificate from other CDMT validated dance organisation**

Some dance organisations are not regulated but may be validated by the Council for Dance, Drama and Musical Theatre (CDMT). This includes the British Association of Teachers of Dancing (BATD) and Scottish Dance Teachers Association (SDTA).

To find out if the organisation is a validated dance organisation with CDMT, check [www.cdmmt.org.uk](http://www.cdmmt.org.uk) for an up to date list of members.

If you do have a qualification from one of these organisations that you'd like to submit as evidence, please tick this box and include the name of the organisation and date of confirmation of the award (i.e. date of issue of the certificate) and provide a copy of the qualification certificate.

In some cases we may ask you to provide additional information such as a course outline or syllabus so that we can cross check that the content is similar to the Level 4 Diploma in Dance Teaching.

### **2.1.3 Qualification certificate from non-dance organisation**

There are many organisations who offer dance qualifications which are not specialist dance organisations. This includes some of the larger recognised awarding organisations such as Pearson, City and Guilds, AQA, NCFE etc.

To find out which organisations are recognised, check the Ofqual Register of qualifications (also covers those regulated by CCE) <http://register.ofqual.gov.uk>, the Qualifications Wales register <https://www.qiw.wales/>, or the SQA accredited qualifications database

[https://accreditation.sqa.org.uk/accreditation/Qualifications/Accreditation\\_Qualification\\_Search](https://accreditation.sqa.org.uk/accreditation/Qualifications/Accreditation_Qualification_Search)

If the organisation is recognised, check your certificate for a regulator logo.

If you do have a qualification from one of these organisations that you'd like to submit as evidence, please tick this box and include the name of the organisation and date of confirmation of the award (i.e. date of issue of the certificate) and provide a copy of the qualification certificate.

In some cases we may ask you to provide additional information such as a course outline or syllabus so that we can cross check that the content is similar to the Level 4 Diploma in Dance Teaching.

### **2.1.4 Qualification certificate from Higher Education Institution**

If you have a qualification from a Higher Education institution such as an undergraduate degree, Foundation Degree, Post-Graduate Certificate, Diploma or Masters degree, please tick this box and include the name of the organisation and date of confirmation of the award (i.e. date of issue of the certificate) and provide a copy of the qualification certificate.

Please provide additional information such as a course outline or syllabus so that we can cross check that the content is similar to the Level 4 Diploma in Dance Teaching.

### **2.1.5 Course certificate from non-dance organisation**

Evidence can also be submitted from courses run by organisations. This can include day courses to longer term training courses. For example, a course in health and safety or child protection may be applicable to some of the areas for Unit 2. Or a teaching course run by a dance school may be applicable to some areas of Unit 3.

Where you have a certificate or report from the provider showing your attendance or achievement on the course, please submit this.

If you have an attendance certificate or confirmation we will normally want to see evidence of the course you have attended so please include details of the course outline and learning outcomes and/or the course material.

### **2.1.6 Other evidence**

If you have evidence that you have collected as part of a course or as part of your own continuous professional development you may wish to include this. This evidence could include learning logs, personal statements, teaching practice evidence (e.g. class plans, outlines feedback to candidates, evidence of classes taught, DVD of teaching practice etc), risk assessments, review of teaching or learning etc.

This information may be useful to meet the requirements of the qualification. If it is then please include it and cross-reference it to the appropriate elements in Section B.

## **2.2 Section B**

In Section B we ask you to provide specific details about how your evidence meets the requirements for each unit. This will normally be a cross-reference to the information you have provided in Section A, although you may wish to provide details of other evidence as well.

### **2.2.1 Unit 1 – Observing Dance Teaching, and Teaching Strategies**

This unit is assessed via a portfolio. If you have any information which could be taken into account as achievement of the criteria for this unit you can submit this with the form. The follow table gives examples of the types of evidence that could be taken into account.

If you already hold a qualification from a recognised or CDMT validated awarding organisation, please reference the appropriate unit or section of the qualification which covers the criterion.

It is strongly advised that you read the candidate guidance on Unit 1 which gives more information about the evidence required.

<b>Learning outcomes</b>	<b>Assessment criteria</b>	<b>Types of evidence</b>
1. Be able to observe and record dance teaching	1.1 Observe a range of teaching practice. 1.2 Record observations of teaching practice effectively	Written or recorded observations (NB this should cover 25 hours of observed practice and a minimum of 2 genres).
2. Understand a variety of teaching methods and learning strategies	2.1 Evaluate the effectiveness of observed teaching techniques. 2.2 Evaluate the effectiveness of different learning strategies on various groups of pupils	Written or recorded observations (NB this should be 5-10 hours and a minimum of 2 genres).
3. Understand effective class management	3.1 Evaluate strategies for effective class management 3.2 Evaluate the effectiveness of the use of resources within a class	Written or recorded observations (NB this should be 5-10 hours and a minimum of 2 genres).
4. Reflect on own development	4.1 Reflect on own teaching styles and learning strategies 4.2 Explain how strategies for inclusive learning, effective teaching techniques and class management will be put into practice.	Written or recorded observations.

### **2.2.2 – Unit 2 Health, Safety and Safeguarding**

This unit is assessed via a portfolio. If you have any information which could be taken into account as achievement of the criteria for this unit you can submit this with the form. The follow table gives examples of the types of evidence that could be taken into account.

If you already hold a qualification from a recognised or CDMT validated awarding organisation, please reference the appropriate unit or section of the qualification which covers the criterion.

It is strongly advised that you read the candidate guidance on Unit 2 which gives more information about the evidence required.

<b>Learning outcomes</b>	<b>Assessment criteria</b>	<b>Types of evidence</b>
1. Understand risk management in a dance environment	1.1 Carry out a risk assessment of a dance teaching venue	A risk assessment from a venue you teach at.
2. Understand safe dance practice	2.1 Explain how health and safety is managed in a dance environment  2.2 Explain how health and safety could be managed when teaching students with learning difficulties or disabilities	Health and safety policy from your dance school.  Evidence showing consideration of health and safety for students with learning difficulties/disabilities e.g risk assessment or accessibility assessment.

### **2.2.3 Unit 3 – Dance Teaching Practice**

This unit is assessed via a portfolio. If you have any information which could be taken into account as achievement of the criteria for this unit you can submit this with the form. The follow table gives examples of the types of evidence that could be taken into account.

If you already hold a qualification from a recognised or CDMT validated awarding organisation, please reference the appropriate unit or section of the qualification which covers the criterion.

It is strongly advised that you read the candidate guidance on Unit 3 which gives more information about the evidence required.



<b>Learning outcomes</b>	<b>Assessment criteria</b>	<b>Types of evidence</b>
1.Be able to plan a consecutive set of lessons	1.1 Explain the aims, methods and resources to be employed for each lesson  1.2 Explain how the lesson plans meet the needs of a range of students  1.3 Evaluate the lessons and how this will impact future lesson planning	Lesson plans for 6 consecutive classes.
2.Be able to conduct a microteaching session	2.1 Demonstrate effective teaching methods  2.2 Communicate effectively with students  2.3 Demonstrate effective class management skills	Video of a micro class of 25-30 minutes.
3. Be able to analyse the teaching session	3.1 Evaluate areas of strength and areas for improvement  3.2 Explain how the evaluation will influence future teaching practice	Class evaluation/tutor feedback/ records of discussion/witness statement from tutor.

## **2.2.4 Unit 4 Personal, Professional Development and Management**

This unit is assessed via a portfolio. If you have any information which could be taken into account as achievement of the criteria for this unit you can submit this with the form. The follow table gives examples of the types of evidence that could be taken into account.

If you already hold a qualification from a recognised or CDMT validated awarding organisation, please reference the appropriate unit or section of the qualification which covers the criterion.

It is strongly advised that you read the candidate guidance on Unit 4 which gives more information about the evidence required.

<b>Learning outcomes</b>	<b>Assessment criteria</b>	<b>Types of evidence</b>
1. Understand how to plan for career development as a dance teacher	1.1 Explain your projected career development over 5 years 1.2 Explain how you will resource your career financially 1.3 Explain how you will market your services as a dance teacher	Business plan
2. Understand the legislative requirements which relate to dance teaching	2.1 Explain the importance of music licencing requirements for dance teachers 2.2 Explain the importance of insurance for dance teachers	Evidence of music licencing Evidence of insurance
3. Understand how to access professional development as a dance teacher	3.1 Identify key areas of personal professional development as a dance teacher  3.2 Explain how these will contribute to your career development as a dance teacher	CPD records of training/events attended

## 2.3 Section C

In this section you can include any other evidence you feel needs to be included in your application but which isn't covered in either Sections A or B. Please make sure that you state which unit and Learning Outcome(s) or Assessment Criteria the evidence applies to.

## 3. What happens next?

Once you have completed the form and sent it in with the accompanying evidence it will be checked by Head Office. This involves checking through the evidence to make sure that it meets the requirements. This could include asking one of our examiners to double-check evidence to make sure that it meets requirements.

Once the form has been checked Head Office will contact you to let you know whether the recognition of prior learning has been granted and in which areas. In some cases Head Office may ask you to submit further evidence to be sure that a criterion or learning outcome has been met.