**NATD Level 4 Diploma in Dance Teaching**

**Checklist of documents/items for submission**

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| **Template available** | **Document title** | **Unit** | **Completed** |
| No | A current Emergency at Work first aid qualification from a recognised provider (i.e. no more than 3 years old and must be renewed every 3 years or if legislation changes). This can be obtained during the qualification period and submitted with the portfolio. |  |  |
| No | A current basic safeguarding qualification from a recognised provider (e.g. NSPCC online [www.nspcc.org.uk](http://www.nspcc.org.uk)). This should be no more than 3 years old and must be renewed every 3 years or if legislation changes. |  |  |
| Yes | Teaching observation logs for 25 hours of classes  To include at least 2 genres | Unit1  LO 1 |  |
| no | Teaching observation analysis | Unit 1  LO 2 |  |
| Yes | Reflection on own development of teaching practice | Unit 1  LO 4 |  |
| Yes | Risk assessment | Unit 2  LO 1 |  |
| No | Safe dance practice | Unit 2  LO 2 |  |
| Yes | 6 consecutive lesson plans | Unit 3  LO 1 |  |
| n/a | Video microteaching session max 30 mins | Unit 3  LO 2 |  |
| No | Career development plan | Unit 4  LO 1 |  |
| No | Legislation applicable to dance teaching | Unit 4  LO 2 |  |
| No | Personal professional development | Unit 4  LO 3 |  |

**ALL DOCUMENTS SHOULD BE SUBMITTED IN PDF FORMAT**