



# LEARNER REGISTRATION AND CERTIFICATION POLICY

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## Learner Registration and Certification Policy

### 1.1 Scope and Purpose of Policy

This policy is aimed for Approved Dance Centres (ADC) who are approved to deliver the Society's regulated dance teaching qualifications.

This document sets out the conditions under which Learners may register with the Approved Dance Centre and the registration and certification arrangements in place for the ISTD Level 4 Diploma in Dance Education (DDE) qualification. As stated in the Centre Agreement, ADCs are required to process Learner qualification registrations in accordance with the Society's processes and procedures. The Society review its policies periodically or in response to procedural and regulatory changes to ensure that they remain fit for purpose.

### 1.2 Policy Statements

To fulfil its responsibilities under this policy, the Approved Dance Centre will:

- Always follow the procedures outlined in the Society's Learner Registration Policy
- Establish the roles and responsibilities of staff involved in the registration and certification procedures.
- Train these staff appropriately.
- Register individual Learners to the correct qualification and provide the Society all evidence required for Unit exemptions within agreed timescales.
- Make each Learner aware of their registration status.
- Keep up to date information on withdrawals, transfers, or changes to Learner details.
- To ensure that accurate, up to date and auditable centre registration, achievement and certification records are maintained in accordance with the Society's requirements.
- Ensure personal data and records are processed and stored according to the rules of the Data Protection Act 2018 and the Society's Data Protection Policy.
- Keep all records safely and securely for the period specified by the Society.

## 2. Learner Registration Policy

**Level 4 Diploma in Dance Education (post 2018) – Revised DDE**

**Qualification Code: 603/3094/6**

ADCs must have internal processes and procedures to check and validate Learners' identification, residence status and prerequisite qualifications before registering Learners for the DDE qualification. Learners can be registered for more than one DDE qualification however, all DDE registrations must be with the same ADC.

ADCs must have designated staff to upload Learner Qualification Registration instructions to Parnassus.

ADC must register all Learners within 6 weeks of commencing a qualification within the agreed **Learner Registration Window**. ADC must use the appropriate Learner Registration Upload template provided by the Society.

Centre must ensure that the form is fully completed indicating the following areas:

- Registration Group Code
- Registration Date

- Learner Only: FALSE
- Site Code
- Qualification Code
- Learner PIN
- Learner's First name, middle name, and last name
- Learner's date of birth
- Learner's gender
- Learner's home address
- Learner's email address
- Learner's contact telephone number

All Learner registration fees must be paid to the Society directly by the ADC at the time of registration. The Society will not accept payment from Learners. The Society will validate and accept the Centre's Learner registration upload on Parnassus if the following are confirmed:

- The Learner registration upload is received within the agreed Learner Registration Window
- There are no errors in the Learner Registration Upload due to missing or incorrect data
- Centre paid all Learner registration fees

When the Centre's Learner Qualification Registration Upload is received, it will be checked and validated by the Society before the Learners' qualification registrations are recorded on Parnassus. ADC will have access to its Learners' registration details including Unit achievement records on Parnassus. Shortly after registration, Learners will be given access to the Society's Online Learning Management Platform, **Totara**. The Society will issue each Learner user credentials for Totara where they will be linked to the relevant ADC and Tutor(s).

Learner registration is valid for a duration of a five-year period. Learners must complete all five Units during the five-year registration period.

## 2.1 Unit Exemptions

Learner may be exempt from some or all Units of the DDE qualification based on their previously attained achievements and/or awarded qualifications. The specifics of these achievements and qualifications are listed in the Society's **Planned Exemption Table**. Exemptions from Units should be requested at the time of registration or during the five-year registration period. If an exemption is requested, ADC must provide the Society certified copies of certificates/diplomas as evidence. Upon receipt of all necessary documentation, the Society will apply an exemption and notify the Centre in writing.

## 2.2 Extension of Learner Registration Period

The DDE programme is designed to be taught over a two-year period part time. The five-year registration period however allows Learners to be flexible with their learning programme so they can achieve the qualification over a longer period if needed. The five-year registration period can be extended where there are mitigating circumstances which may include:

1. A career break to have family
2. Professional employment that needs to take precedent
3. Long term illness

There may be other reasons which we may consider for extension of Learner registration period. Learners who need to extend their registration period should discuss their individual

circumstances with their ADC. In agreeing to extend the Learner's registration, Centres are agreeing to assess the Learner's current level of skills, knowledge and understanding to ensure this meets the level attained previously. The ADC must then contact the Society by email to [pgmanager@istd.org](mailto:pgmanager@istd.org) with the Learner's name, Learner PIN, registered genres, and reason for the extension, along with the current and proposed registration end date. Extension of Learner registration is subject to a registration fee which must be paid to the Society before the extension can be granted. Learners who have Unit achievements more than five years previously will need to apply for Accreditation of Prior Experiential Learning (APEL) in accordance with the Society's Evaluation of Unit Achievements Policy.

### 2.3 Transfer of Learner Registration to another ADC

ADCs should clearly display how they plan to deliver the DDE Course including intended learning hours and learning schedule. Pre-enrolment discussions with Learners must aim to ensure that the DDE programme on offer is suited to the Learner's individual needs. It is the responsibility of the ADC to ensure that all registered Learners are fully supported with their training in order to complete the DDE Course within the agreed timelines.

There are circumstances when the Society will transfer Learner's registration:

- Learner is wishing to change a Centre: DDE Learners may change a Centre due to a change of circumstances. Learner may choose to continue their training in another ADC. If this happens, the ADC they wish to transfer must write to Society to request **transfer of Learner registration** no later than two weeks before commencing lessons/training. Centres must provide the following information when they request transfer of Learner registration:
  - Learner's Full Name/ Learner PIN
  - Name of the previous Approved Dance Centre
  - Qualification(s) the Learner is currently registered with
  - Reason for transfer
  - Date of transfer
- ADC is no longer offering the qualification. As per the Centre Agreement, ADC must have teaching staff and resources in place to make sure that they can deliver all Units of the qualification(s) they are approved for. Due to change of circumstances, if the Centre is no longer able to deliver the qualification, the Head of Centre must do the following:
  - Notify the Society immediately or within three months when the change has taken place.
  - Make necessary arrangements to find a suitable Approved Dance Centre where all registered Learners could be transferred to.
  - Notify the Society the details of transfer of Learner registrations.

### 3. Certification

Learners who have successfully achieved all Units within the five-year registration period will be submitted for standardisation before they are certified. The Society will certify Learners within six weeks from the date of standardisation.

Certificates will be sent directly to the ADC and may be dispatched by courier or recorded delivery.

The Society will not send Certificates directly to Learners unless it is requested by the ADC in writing.

All certificates are checked in accordance with the relevant procedure to ensure that they are accurate and complete.

Certificates will be followed by a transcript of Unit achievement that has a standard format and records achievement for all Units completed.

When certificates are received in the Centre, the Qualification Coordinator must check them against completed assessment record to ensure that all certificates are correct before distributing them to the Learners. Any mistakes or discrepancies must be reported to the Society no later than four weeks after receipt. Incorrect certificates must be returned to the Society.

The Society will reissue a certificate in the following circumstances (and will incur a charge where relevant):

- Spelling errors input at registration
- Change of name; not updated by the ADC
- Certificates lost in transit between ADC and Learner

The Society will replace a certificate where a Learner has lost or damaged their certificate with a fee. Replacement certificates will have the same information on as the original but will also have the words *Duplicate Certificate*.

*The Society reserves the right to revoke any Certificate due to malpractice and/or fraud.*

## 4. Evaluation of Unit Achievements Policy

### 4.1 Scope and Purpose of Policy

This Policy sets out the provisions for Learners who were not awarded but hold Unit achievements in the former ISTD teaching qualifications. Completion of the Society's teaching qualification is set as five years from the date of registration. During the five-year registration period, Learner is required to complete each Unit before they can be certified.

### 4.2 Policy Timelines

Learners who have Unit achievements older than five years (six years for DDI/DDE) will need to apply through the Society's Accreditation of Prior Experiential Learning (APEL) process to have their experience considered and CPD recommendations made. Further to our previous provision in 2018, this provision will remain in place until the **31<sup>st</sup> December 2022** to ensure that sufficient time is provided for all remaining Learners to come forward.

After the 31<sup>st</sup> December 2022, **Unit achievements in the older teaching qualifications** will not be transferred on to the Revised DDE and no further provisions will be made.

Learners who were awarded the former ISTD teaching qualification (FDI/CDE/DDI/DDE) will be exempt in accordance with the Society's Planned Exemption Table.

The fees for APEL applications are:

ISTD members: Free

Non-members: £130

This Policy will apply to Learners who have Unit achievements in the following teaching qualifications but not awarded:

1. Level 4 Diploma in Dance Education (DDE Revised) – Qualification Code: 603/3094/6
2. Level 4 Diploma in Dance Education (DDE prior to 2017) – Qualification Code: 501/0750
3. Level 3 Diploma in Dance Instruction (DDI) – Qualification Code: 501/1002/0
4. Level 3 Foundation in Dance Instruction (FDI) – Qualification Number: 100/4395/0
5. Level 4 Certificate in Dance Education (CDE) – Qualification Number: 100/4788/8

Learners must apply to go through the APEL process if:

- Learner is seeking to register for the Revised DDE and wishes their old FDI/CDE/DDI/DDE Unit achievements to be considered for exemption.

The Society recommends that Learners who have not been actively teaching for the last two years should attend a CPD and/or a short refresher course.

Evidence of attendance at recent ISTD CPD courses will be taken into consideration by the APEL panel. Each Learner will be considered on an individual basis and outcome will be provided in no later than six weeks.

### 4.3 The Process:

The APEL process is undertaken by subject experts at the Society. Learners will be reviewed and evaluated on a case-by-case basis. The following are recommendations what Learners might be required to do for each Unit in the former DDE qualification (prior 2017):

#### **DDE U1 Planning Techniques and Evaluation of Dance Teaching and DDE U2 Dance Teaching Practice:**

Learner to complete two further lessons including Lesson Plans and Self Evaluations along with a lesson which would be assessed by the Approved Tutor – similar to Interim Teaching Assessment (ITA). This should be submitted to us alongside a completed Assessment Form signed by the Approved Tutor.

Or

APEL Panel to identify appropriate CPD that must be evidenced by the Learner.

#### **DDE U3 Lifespan Development and Learning in Dance:**

APEL panel to identify appropriate ISTD CPD course that must be evidenced by the Learner, prior to the Unit being marked as achieved.

#### **DDE U4 Dance Practice and the Relationship between Music and Dance in a Chosen Dance:**

The Learner may be required to attend a **refresher course** on the ISTD syllabus through the relevant Faculty's CPD programme.

**DDE U5 Contextual Study of Dance:** This Unit does not exempt Learners from the Revised DDE Units.

ADC should make their application for the APEL process by email on: [pqmanager@istd.org](mailto:pqmanager@istd.org) . All fees must be paid in advance.

#### 4.4 Confirmation:

Upon receipt of written confirmation from the APEL Panel, if the application was approved, the Learner's Unit achievement record will be updated, and appropriate exemption will be applied within seven working days.



