



**Imperial Society of
Teachers of Dancing**

IMPERIAL SOCIETY OF TEACHERS OF DANCING

**Policy and Procedure for Recognition and Accreditation of Prior Learning for
Teaching Qualifications**

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1 Introduction

This policy and procedure outline the ISTD's approach and commitment to Accreditation of Prior Experiential Learning (APEL) and Recognition of Prior Learning (RPL) to enable trainees, teachers and professional dancers to be supported in accessing teaching qualifications to enable them to take the next steps in their career pathway.

This document sets out how and when these processes can be used to count towards the ISTD dance teaching qualifications in order that these processes can be carried out robustly with evidence, parity and consistency. For guidance on process of APEL and RPL see appendix 1 and 2 in this document.

This document should be read in conjunction with the ISTD Learner Registration and Certification Policy.

2 Definition of terms

Recognition of Prior Learning (RPL) - a structured process to assess evidence of prior learning through previously achieved qualifications and learning to gain credit for a part or parts of an ISTD qualifications. RPL can only be used within regulated teaching qualifications.

Accreditation of Prior Experiential Learning (APEL) – a process to demonstrate prior experience, skills and experience to gain exemption from the usual entry requirements for higher ISTD qualifications. APEL can be used to access all ISTD's higher teaching qualifications.

ADC – Approved Dance Centre

Trainee Teacher – someone studying a teaching qualification at any level

Tutor – someone who delivers and teaches Level 4 or Level 6 teaching qualifications.

IRE – Individually Requested Exemptions

Applicant – someone who has applied to the ISTD for RPL or APEL.

DDE – Level 4 Diploma in Dance Education - regulated initial teaching qualification.

DTCD – Level 4 Diploma in Teaching Community Dance – regulated initial teaching qualification.

DDP – Level 6 Diploma in Dance Pedagogy - regulated higher teaching qualification

Associate – unregulated initial teaching qualification for Dancesport and International Theatre teachers only.

Associate Diploma – unregulated initial teaching qualification for International Theatre teachers only.

Licentiate - unregulated higher teaching qualification

Fellowship - unregulated higher teaching qualification. The highest teaching qualification at the ISTD.

3 Policy

The ISTD is committed to ensuring that dance teachers can access teaching qualifications at an appropriate level.

4 Procedures

4.1 Recognition of Prior Learning (RPL)

*(Please note: the detailed process for applying for RPL is set out in **Appendix 1.**)*

4.1(a) Recognition of Prior Learning (RPL) is defined as mapping the applicant's evidence of prior learning and achievement so that it can be used towards part of an ISTD teaching qualification. Through this process the ISTD recognises that the applicant has completed formal training in an area related to an ISTD dance teaching qualification.

4.1(b) The applicant needs to provide evidence to show that they have successfully been awarded a regulated recognised qualification which is at the same level or higher and covers the same content that is relevant to the unit(s) and qualification they wish to be exempt from.

4.1(c) This process is in place to make sure that applicants who have relevant prior certificated learning do not unnecessarily repeat this element of the programme or complete extra assessment activity. This is called receiving an exemption from learning.

4.1(d) Evidence supplied needs to be clear and transparent and ensure that the applicant has achieved the required level of knowledge to progress successfully with the rest of the qualification.

RPL can be applied for against the following regulated ISTD teaching qualifications.

- ISTD Level 4 Diploma in Dance Education (DDE)
- ISTD Level 4 Diploma in Teaching Community Dance (DTCD)
- ISTD Level 6 Diploma in Dance Pedagogy (DDP)

4.1.1 Exemptions

4.1.1(a) Being granted a formal Exemption means that the trainee teacher no longer has to achieve part or all of a specified unit and their records will be updated accordingly within ISTD systems.

4.1.1 (b) There are two ways of achieving a formal whole unit exemption:

4.1.1 (c) **Exemptions Table.** Mapping qualifications against the listed ISTD Planned Exemptions Table available on the website.

4.1.1 (d) **Individually Requested Exemption (IRE)** Requesting an IRE exemption means that the regulated qualification is not currently on the exemptions table.

- 4.1.1 (e) An IRE exemption cannot be granted against a regulated qualification unless it has been successfully completed and passed by the trainee.
- 4.1.1 (f) Evidence must be inspected, confirmed and agreed by the ISTD to achieve a formal exemption. (See Appendix for full process and procedure)
- 4.1.1 (g) A trainee teacher cannot receive more than 50% RPL exemptions for a single ISTD qualification.
- 4.1.1 (h) The same module of a qualification cannot be mapped more than once against a unit of a teaching qualification. E.g. one module would not be able to cover two units of the same teaching qualification and gain two exemptions.
- 4.1.1 (i) If the applicant is not satisfied with the outcome of the exemption, they may submit further additional evidence once, if asked by the ISTD to do so.
- 4.1.1 (j) Once all evidence has been reviewed by the ISTD a second time, the decision is final.
- 4.1.1 (k) Should the trainee teacher achieve an additional new qualification during their ISTD studies before the ISTD assessment has taken place they may submit another application if relevant.
- 4.1.1 (l) An exemption will not be given retrospectively once an ISTD unit has been achieved.

4.1.2 RPL for Approved Dance Centres to apply for DDE only

- 4.1.2 (a) An ADC or Tutor can apply for a partial DDE exemption if they can verify that the trainee teacher holds at least two years continuous dance teaching experience, and therefore, their experience means they are confident and safe to by-pass the assisting elements of Unit 2 of the DDE. This is called a discretionary exemption.
- 4.1.2 (b) The Tutor may take the decision to exempt the trainee teacher from the Assisting component in Unit 2: Observing, Assisting and Teaching. This will mean that the trainee teacher will not have to complete the assisting element of the unit.
- 4.1.2 (c) A guided meeting should take place between the trainee teacher and the ADC/ Tutor to establish whether this exemption is relevant.
- 4.1.2 (d) Both parties should be in agreement and take responsibility that this is the right decision for the trainee teacher before proceeding to the ISTD.
- 4.1.2 (e) All evidence for the partial exemption must be submitted at the point of registration to the Quality Assurance Department by email to pqmanager@istd.org
- 4.1.2 (f) Discretionary RPL is included within the registration fee.

4.2 Accreditation of Prior Experiential Learning (APEL)

*(Please note: the detailed process for applying for APEL is set out in **Appendix 2.**)*

4.2(a) APEL is designed to allow dance teaching professionals to access ISTD dance teaching qualifications at an appropriate level for their professional status.

4.2(b) This APEL scheme takes account of professional experience and prior qualifications, to enable trainee teachers to be granted exemption from the usual entry requirements for the Advanced 1 and 2, Associate Diploma, Level 6 Diploma in Dance Pedagogy, Licentiate and Fellowship qualifications.

4.2(c) The APEL scheme is designed for:

- Professional dancers who may or may not have accredited teaching qualifications but have considerable performance and teaching experience.
- Existing ISTD members who have considerable experience ensuring they take qualifications appropriate for their level.
- Teachers who have qualifications (such as Licentiate or Fellowship) with another teaching organisation and who wish to take an equivalent teaching qualification with the ISTD.

4.2(d) Successful applicants may receive an exemption to bypass a whole qualification/s e.g. DDE and Advanced 1 to access the Licentiate, or DDE to move onto Advanced 1 and Licentiate or Associate Diploma to access Licentiate.

4.2.1 Application

4.2.1(a) Applications for APEL can be submitted at any point in the year however there are two points when applications will be formally processed.

4.2.1(b) An applicant may apply for more than one genre if appropriate and achievable.

4.2.1(c) Applicants will be invited for a short online interview and then the final outcomes of the decision will be reviewed by senior leaders and formally approved by the Qualification Development Committee (QDC).

4.2.1(d) For current ISTD members the process is a membership benefit. For non-members there is an administrative fee for the process.

4.2.1(e) A successful applicant will have three years for one genre or four for two genres, from receipt of formal letter to complete their examination.

4.2.1 (f) If the qualification is not successfully completed within the stated deadline, the applicant would need to reapply through this process.

4.2.2 Appeals

4.2.2(a) If an applicant is dissatisfied with the formal outcome of their application for APEL, they may appeal to the Director of Education within 28 days of receipt of the outcome.

4.2.2(b) The Director of Education will review the evidence and confirm a final decision within a further 10 working days.

4.2.2(c) If the applicant is not satisfied with the outcome of the appeal, they may write to the Chief Executive Officer within 10 working days of receipt of the decision. The Chief Executive Officer will review the processes and evidence to ensure they have been carried out fairly and equitably.

4.2.2(d) The decision of the Chief Executive Officer is final, and the applicant will be informed immediately.

Appendix 1

Process: Applying for Recognised Prior Learning (RPL)

Recognition of Prior Learning (RPL) is a structured process to assess evidence of prior learning through **previously achieved qualifications and learning** to gain credit for part of ISTD qualifications.

An ADC can apply for discretionary trainee exemptions at the point of registration using the ISTD tabled exemptions available on the website.

The Approved Dance Centre must check and validate all certificated evidence of achievements in consultation with the trainee before a scanned copy of the certificate is emailed to pqmanager@istd.org for consideration.

The ISTD does not charge an additional fee for these exemptions, if they are listed on the Planned Exemptions Table. When checked and approved, the trainee is registered for the qualification with an exemption for the relevant unit(s).

Individually Requested Exemptions (IRE)

If the trainee has other Certificated Prior Learning that relates to units of the DDE, but it is not on the Planned Exemptions Table, then **the Trainee** can apply for **individual requested exemptions (IRE)** for the unit.

Application Process

Application for IRE is normally made at the time of DDE registration but can be submitted as an enquiry prior to the start of learning commencing. This can be done directly to education@istd.org who will guide with next steps.

The trainee must complete an online JotForm application, attaching copies of certificates, transcripts of modules, and any other relevant evidence, depending on the unit exemption being applied for and the Teacher Training team will review the online application. Evidence of prior certificated learning should ideally be reviewed by the Approved Dance Centre before making the application.

IRE applications will only be approved if the trainee has valid certificated learning which is at the same level or higher and covers the same content of that of the DDE. All applications will be carefully checked against the Learning Outcomes and Assessment Criteria for the relevant DDE unit.

The Teacher Training Department will confirm the outcome in writing. If the IRE application is successful, the outcome will be emailed to the trainee and centre. If the trainee is already registered, the outcome will be applied to the trainee's records. If the trainee is not yet registered, the trainee's Approved Dance Centre must provide a copy of the outcome to pqmanager@istd.org upon registration.

If unsuccessful the trainee can submit fresh supporting evidence once. Once this additional evidence has been reviewed and the outcome considered unsuccessful, this is then final.

Appendix 2

Process: Applying for Application of Prior Experiential Learning (APEL)

Accreditation of Prior Experiential Learning (APEL) is a process to demonstrate **prior experience, skills and experience** to gain exemption from the usual entry requirements of an ISTD qualification.

Applications for APEL can be submitted at any point in the year via an application form through the ISTD website or by emailing teacher training hqualifications@istd.org

Those meeting the application requirements will be considered as follows:

- Applications received by 30 April will be processed by 31 July
- Applications received by 31 October will be processed by 31 January

Application Fee

This process is free for members. Non-members are required to join as a member and pay the annual membership fee or make an application payment of £130. Payments for APEL are made at the point of the outcome decision being made. If an applicant is successful, they will be required to pay the APEL fee before receiving their official outcome letter from the ISTD. Applicants will also be required to provide references to support their applications.

Interview

Applicants will be invited to an informal online interview with Head of Strategic Projects and Head of Theatre/Dancesport and the Teaching Qualifications Coordinator to review their application and to consider experience and ambitions for career progression. The discussion should support the applicant with choosing the right pathway and review the options available to them given their experience.

Following interview, the panel recommendations are sent to the Director of Education, Head of Examinations and the Head of Qualification Development to review.

These recommendations are then reviewed by the ISTD's Qualifications Development Committee (QDC) and formally signed off.

If the applicant is not a member, they will need to either become a member or pay an admin fee before the outcome is officially processed i.e. before then, the outcome is treated as provisional.

The date stated on the provisional letter will be the start of the APEL exemption and therefore payment will be required within 10 days to ensure the applicant can commence progress with their qualification.

The applicant will then receive a formal outcome letter with recommendations for next steps. The applicant can appeal the outcome as stated in the Policy.

The letter should be kept safely until such time as the applicant is required to enter for examination. They will be required to show this letter as evidence of the exemption given and that the exemption is still in date.

For successful applicants the decision is held for three years to complete one recommended ISTD qualification. For additional genres a total of four years is given.

If the qualification is not completed by the recommended time, then the applicant would need to re-apply.

Where there are extenuating personal circumstances, the individual may apply to the Director of Education for an extension to this deadline. This would be reviewed on a case-by-case basis and granted only with supporting evidence.

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