

ISTD

Learner Registration and Certification Policy v1.1

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ISTD Quality Assurance Department

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Learner Registration and Certification Policy

Scope and Purpose of Policy

This policy is intended for Approved Dance Centres (ADCs) authorised to deliver the Society's regulated dance teaching qualifications, as well as for ISTD staff members who are responsible for registering and certifying learners.

This document outlines the requirements for Learner registrations at ADCs and details the registration and certification procedures for the ISTD Level 4 Diploma in Dance Education (DDE) and Diploma in Teaching Community Dance (DTCD) qualifications. As specified in the Centre Agreement, ADCs must process Learner qualification registrations strictly in accordance with the Society's established processes and procedures. The Society periodically reviews its policies or makes revisions in response to procedural and regulatory changes, to ensure they remain relevant and effective.

This document should be read in conjunction with the ADCs Guidance to Managing Learner Registrations, which provides additional practical information and clarification to support the implementation of this policy.

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.

1. Registering Learners

- ADCs must have robust 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 manage learner registrations to ensure that registration process is carried out efficiently and correctly within the published registration dates:

Registration Period 1	Early January to mid-February
Registration Period 2	Mid-April to End of May
Registration Period 3	Mid-September to early November

ADC must register all learners within 6 weeks of commencing a qualification and ensure that learner information is correct and up to date.

All fees associated with qualification registration 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 published dates for registration

Learner Registration Upload has no missing or incorrect data

Fees are paid in full

The DDE programme is structured to be completed within the recommended timescales of three years of delivery, but no longer than five years, ensuring that knowledge and skills remain current and aligned with industry standards and good practice. Once registered, the Learner will have 5 years to complete the qualification and any additional DDE genres.

ADC will have access to its Learners' registration information including Unit achievement records on Parnassus. ADC admin staff must ensure that learner records have the correct first name, middle name and last name. If a Learner prefers their certificate to display their name in a specific order, this should be communicated to the Quality Assurance Team. All registered 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).

1.1 Trainee Teacher Membership

From September 2026, all learners who register for the DDE qualification will automatically qualify for Trainee Teacher Membership for the entire duration of their 5-year registration period. This membership grants access to a range of valuable benefits, including professional support, opportunities for networking with fellow trainee teachers, exclusive learning resources, and eligibility to participate in Society events and workshops. Membership also provides guidance from experienced tutors and enhances the learner's professional development as they progress towards completion.

1.2 Unit Exemptions

Learners may be granted exemptions from specific DDE units where they can demonstrate prior achievement of relevant learning or hold an appropriate qualification. Exemptions must not exceed 50% of the total credit value of the qualification. Unit achievements from previous ISTD teaching qualifications cannot be transferred where the overall qualification was not completed and the unit was achieved more than five years ago. In such cases, the learner must complete Continuing Professional Development (CPD). Please refer to section 2.1 for further details. For guidance on which prior achievements and qualifications may be recognised for planned

exemptions, please refer to the Society's Planned Exemption Table.

Planned Exemptions

A planned exemption is granted by the ISTD Quality Assurance Department in accordance with the ISTD Planned Exemption Table. Planned exemptions are normally applied at the point of learner registration and are free of charge. The ADC must provide the required supporting evidence at the time of registration to enable the exemption to be considered and, where approved, applied to the learner's record.

Where the prior qualification is a non-ISTD award, the ADC must provide a certified copy of the certificate or diploma and, where applicable, the relevant transcript(s). If the exemption is approved, it will be recorded on the registration database, and the ADC will be notified in writing.

Individually Requested Exemptions (IRE)

Where a learner holds a prior qualification that is not listed in the ISTD Planned Exemptions Table but believes that it is relevant to the content of a unit within the DDE or DTCD qualification, they may apply for an Individually Requested Exemption (IRE). An IRE is considered through the Recognition of Prior Learning (RPL) process.

Recognition of Prior Learning (RPL)

Recognition of Prior Learning (RPL) is the process used by ISTD to recognise prior certificated learning achieved through regulated qualifications. It enables learners to avoid repeating learning that has already been successfully completed and may be used to support an application for exemption within the DDE or DTCD qualification.

To apply for an IRE, the learner must submit a formal written request to ISTD, supported by appropriate evidence, including the qualification certificate and transcript, where available. All IRE applications must be sent to education@istd.org. Applications are considered on a case-by-case basis, and the outcome will be confirmed in writing.

Accreditation of Prior Experiential Learning (APEL)

RPL evaluates an individual's previously acquired learning and skills, while APEL specifically focuses on accrediting learning gained through work or life experience that has not been formally certified. Unlike an exemption through RPL, APEL does not award credit for a qualification and does not count as formal achievement of that qualification. APEL is generally used to support access to higher teaching qualifications and is therefore unlikely to apply to learners completing DDE or DTCD.

1.3 Multiple DDE Genre Registration

Learners can be registered for more than one DDE with no additional registration fee if within the 5-year timeframe. Learners who register for more than one DDE genre must complete all their chosen genres within the same overall registration period.

Key principles to note:

- The 5-year registration period begins at the point of the first registration date, not to the date of registration of any additional genres. Where learners register for multiple genres:
 - All genres fall under the same 5-year registration period starting from the first registration date for the DDE.
 - Adding an additional genre later does not reset or replace the first registration date
 - Learners must therefore plan their training and assessments across all genres within the same overall timeframe (5 years).

1.4 Transfer of Learner Registration

A transfer of learner registration occurs when a learner moves from one ADC to another. Upon transfer, the learner's original registration date is retained and carried over to the new ADC. If the learner is registered for more than one DDE genre, all genre registrations must be transferred to

the new ADC. Should the new ADC not offer a particular genre, the registration for that genre should be withdrawn. Please note that learners cannot be simultaneously registered with more than one ADC at any time.

To initiate a transfer of a learner's registration, the new ADC must write to ISTD with a formal request and provide the required details in accordance with the ADC's Guidance to Managing Learner Registrations document.

1.5 Transfer of Qualification Registration

This refers to the process by which a learner's registration for DDE is moved to the Diploma in Teaching Community Dance (DTCD) or vice versa. Learners transferring from DDE to DTCD will have their achievements in Unit 1 and Unit 5 recognised and carried over to the new qualification. However, Unit 2 must be completed under the requirements of the DTCD, even if it was previously achieved as part of the DDE programme. This ensures all learners meet the standards and learning outcomes specific to the DTCD. Although DDE and DTCD are two different qualifications, the first registration date of the qualification being transferred will be carried over to the new registration.

2. Registration Extensions

A registration extension may be granted where a Learner is unable to complete the DDE or DTCD within the original five-year registration period. Learners who encounter exceptional circumstances may apply for a one-year extension, which is subject to approval and a relevant extension fee. This is a one-off extension, granted only once per learner, to ensure both fairness and consistency, while offering flexibility to those facing unforeseen challenges.

The key principles of registration extension are as follows:

- Learners seeking an extension to their registration period must request their ADC or Tutor to submit a formal written request to ISTD on their behalf at least six months before the expiry of their current registration or as soon as it becomes apparent that completion within the original registration period may not be possible.
- The request to extend registration should clearly outline the exceptional circumstances that have prevented timely completion, providing supporting documentation where possible (e.g., medical certificates or evidence of personal hardship.)
- ADC can request one (1) extension of up to twelve (12) months per learner under exceptional circumstances. No further extensions can be requested.
- Extension is granted at the discretion of ISTD Quality Assurance Department and is intended to provide the learner with a sufficient timeframe to complete the qualification.
- A key consideration is the learner's progress to date. Learners who have already achieved at least two units are more likely to be granted an extension, as they are better placed to complete the remaining units within the 12-month extension period.
- A written confirmation will be sent to the Tutor usually within 3 weeks of the request for extension.
- The purpose of the extension is to give the learner additional time to resume their training and fulfil outstanding assessment requirements once they are able to do so.
- Extension may only be given to those learners who have reasonable expectation to complete the qualification within the one (1) year extension period.
- The written request should be received as per the guidelines provided in the ADCs Guidance to Managing Learner Registrations.
- Before any extension could be approved, the ADC must make an application and receive confirmation of completion of CPD for any previously achieved units that fall outside the 5-year threshold.

2.1 CPD recommendations

If a learner has completed units within an ISTD teaching qualification more than five years ago, and the qualification has not yet been certificated, in order to carry those unit achievements forward, the learner must undertake CPD for each relevant unit. This will apply if the learner wishes to request:

- exemption from a unit
- registration extension
- re-registration

This applies specifically to those seeking to carry forward previously achieved units beyond the five-year threshold. In such cases, the learner's Centre is required to provide evidence that the learner's knowledge for the unit(s) in question remains current and satisfactory.

To demonstrate competency and up-to-date understanding for the relevant unit(s), the learner should complete CPD activities as outlined below:

Expired Units (Completed over five years ago)	Recommended CPD
FDI Unit 2: Promotion of Health and Safety in Dance	Attendance of safe dance practice related course (ISTD or another provider) – minimum 2hrs OR Refresher session/attendance of class related to safe dance practice with Approved Tutor - minimum 2hrs
DDI Unit 2: Promotion of Health and Safety in Dance	
Current DDE Unit 1: Preparing for Safe Teaching Practice	
FDI Unit 3: Lifespan Development and Learning in Dance	Attendance of child development related course (ISTD or another provider) – minimum 2hrs OR Refresher session/attendance of class related to child development with Approved Tutor - minimum 2hrs
Old DDE Unit 3: Lifespan Development and Learning in Dance	
Current DDE Unit 5: Child Development	
CDE Units 6&7: Dance Practice within a Chosen Genre & The Relationship between Music and Dance	Attendance of ISTD graded syllabus course in relevant genre – minimum 3hrs OR Refresher session/attendance of class related to graded syllabus in relevant genre with Approved Tutor - minimum 3hrs
Old DDE Unit 4: Dance Practice and the Relationship between Music and Dance in a Chosen Dance Genre	
Current DDE Unit 4: Dance Practice	

The confirmation of CPD and supporting documents should be sent to education@istd.org

Only moderated FDI/DDI/CDE/DDE observations, assisting or teaching practice, completed over five years ago, will be considered eligible to be updated via CPD completion. Any unmoderated work will not be permissible, and the learner will need to repeat the corresponding unit within the current DDE.

For moderated observing, assisting or teaching practice completed over five years ago, the learner's ADC should email education@istd.org for advice on the CPD to be undertaken.

On the learner completing of the recommended CPD, the ADC should email education@istd.org to confirm this.

2.2 Registration Withdrawal

Registration withdrawal is the formal procedure by which a learner who has stopped their training or wishes to leave the DDE programme can be officially removed from the register.

It is the responsibility of the Approved Dance Centre (ADC) to promptly notify ISTD if a learner's registration should be changed to withdrawn. Timely communication ensures that learner management costs are not incurred unnecessarily and that learner records remain accurate and up to date.

2.3 Learner registrations that have expired or lapsed

If a learner has not completed their qualification within five years of the initial registration date or extended registration period, their registration will immediately expire or lapse. This means they will no longer be eligible to continue with the qualification under the original registration, enter for examinations or assessments, receive assessment results or award of a qualification. This may also impact any ISTD membership status. Learners may request a Unit Completion Confirmation (UCC) document to evidence their achievement. Unit achievements can be carried over but Learner may need to undergo CPD if the unit was passed more than 5 years ago.

Where extension was granted previously but the qualification is not complete at the end of the extended period, no further extension can be requested however, re-registration could be an option for these learners.

3. Re-registration

Re-registration is the process by which learners whose DDE/DTCD registration has expired or lapsed can apply to return and complete their qualification. This applies to any learner who did not finish their qualification within the original or extended registration period and whose registration has become inactive. There is no limit on how long ago the registration expired—anyone with an expired registration may request to re-register in order to resume their training.

Learners wishing to re-register must do so through their Centre which submits a written request on their behalf. Written confirmation of approval must be received before the tutor can upload the learner's re-registration details to Parnassus.

Before the re-registration could be confirmed the ADC must pay ISTD the current re-registration fee and provide evidence of exemptions and confirmation of CPD. If a learner wishes to carry forward any previously achieved unit results that are more than five years old, they must have successfully completed relevant CPD in order to demonstrate their up-to-date knowledge and skills; otherwise, those unit achievements cannot be transferred.

Once a learner has successfully re-registered, they will be allocated a new five-year period in which to complete their DDE/DTCD qualification. It is important to note that no further extensions are permitted for re-registered qualifications, so the qualification must be completed within this timeframe.

4. Certification

A qualification certificate is an official ISTD award document confirming that a learner has completed all the requirements for their DDE qualification. Certificates are awarded at the end of each assessment window, following successful moderation and approval by the Assessment Board.

ISTD will issue certificates within six weeks from the date of the Assessment Board's moderation. Before dispatch, all certificates undergo thorough quality checks to ensure accuracy and completeness. Certificates are sent directly to ADCs either by courier or recorded delivery. ISTD will not send certificates directly to learners unless specifically requested by the ADC in writing.

In addition to the qualification certificate, ISTD also provides a Certificate of Unit Completion (CoUC) for each learner and for each genre awarded. These documents formally record achievement for all units completed and individual credit value.

When certificates are received in the Centre, the Head of ADC or 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 or evidence of disposal be provided.

The Society will reissue a certificate free of charge if the error was caused by the ISTD or certificates were lost in transit on the way to the ADC.

The Society will reissue a certificate with a fee for the following reasons:

- Spelling errors or incorrect name 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.

