



# Imperial Society of Teachers of Dancing

10.08.2023

Dear Examiner

As we draw to the end of the summer term I am writing with some important updates and to invite you to an **Examiner meeting on Thursday 28<sup>th</sup> September, 10:00-12:00**, where these topics will be discussed in more detail.

As you will have experienced, it has been a very busy summer for the Society. Between April – June 2023 we delivered an impressive 24,762 certifications – which is a 17% increase on the same period last year. This is a really positive indicator of how our members' businesses are recovering and, of course, is great news for ISTD. However, I am very aware that this represents a huge amount of hard work by all our Examiners. So, I wanted to thank you sincerely for rising to the challenge of this rapid increase in demand. Now that we have reached the end of the summer term, I hope you are all enjoying a well-deserved break.

## 1. Gathering feedback on recent changes

On top of this busy schedule, Cecchetti Classical Ballet, Imperial Classical Ballet, Modern Theatre and Tap Examiners have skilfully navigated the additional challenge of recent changes to these graded examinations. As with any new initiative, it is important that we gather feedback to understand how this is working in practice. So, if you have conducted these exams since the changes were introduced in April, please share your feedback using the specially designed surveys. Please complete one survey for each genre you have examined and submit your responses by 5pm on Tuesday 22<sup>nd</sup> August when the surveys will close.

**Tap:** <https://form.jotform.com/lisaharrisonjones/tap-dance-exam-review>

**Modern Theatre:** <https://form.jotform.com/lisaharrisonjones/modern-theatre-exam-review>

**ICB:** <https://form.jotform.com/lisaharrisonjones/imperial-classical-ballet>

**Cecchetti:** <https://form.jotform.com/lisaharrisonjones/cecchetti-classical-ballet>

Teachers will, similarly, be asked for their feedback. Liz Dale and the Lead Examiner Teams will then review all feedback and share their findings at the Examiner meeting on **Thursday 28<sup>th</sup> September**.

## 2. New contract for services

In early September we will be issuing a new contract that will cover any work you do for us as a specialist contractor (e.g.: examiner, lecturer, adjudicator, assessor). This is required to ensure that our contractual arrangements are up to date with recent changes (particularly in relation to employment law and data protection legislation). The intention of the new contract is to maintain our current working relationship and to protect your status as a self-employed, freelance contractor. Please note that this contract will replace any previous contracts you have signed with the Society.

In addition to the overarching contract, you will receive an Assignment Confirmation for each role. This will include your payment terms and will be issued to Examiners once per year. The Assignment Confirmation will be sent once you have signed your new contract.

When the contract is issued you will also receive some guidance notes, designed to support you with understanding the detail of the contract. If, when you receive the contract, you have any questions please send these to Liam Mills: [LMills@istd.org](mailto:LMills@istd.org). You are, of course, also encouraged to take any independent advice that you consider necessary. We will then provide time to talk through any outstanding queries at the Examiner meeting on Thursday 28<sup>th</sup> September.

## 1. Supporting documentation

### a. Examiner Guide

To support your role as an Examiner, Liz Dale and the Lead Examiner Teams have produced an Examiner.



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Guide, which is attached to this message.

## **b. Examiner Role Description**

For completeness, also attached is the Examiner Role Description.

When the contract is sent you will also receive a separate email with two documents that are referred to in the contract:

## **c. Privacy Notice**

This states what personal data we hold for specialist contractors (e.g.: examiner, lecturer, adjudicator, assessor) and the legal basis for doing so.

## **d. Status Determination Statement**

This states our reasons for assessing your role to be that of a self-employed contractor.

I do appreciate that this may be a lot to process and wish to assure you that we are here to talk through any questions or concerns. So please feel free to contact Liam Mills with any queries: [LMills@istd.org](mailto:LMills@istd.org). Once signed, this contract will remain in place until any future changes to legislation dictate that amendments are needed. As previously stated, the Assignment Confirmation will be issued annually or when you take on a new freelance role for the Society.

To confirm your attendance at the Examiner meeting on Thursday 28<sup>th</sup> September, 10:00-12:00 please contact my assistant, Arooj: [AMujtaba@istd.org](mailto:AMujtaba@istd.org) by Friday 14<sup>th</sup> September.

With my very best wishes for a restful summer period.

Ginny Brown  
Chief Executive