

Following the first DDE Tutor Surgery we have some updates, in response to questions that were raised.

### Unit 1 Guidance

Some queries have been raised about Questions 13b and Question 17 of the new assessment questions. SiDI has produced the following guidance which has been updated in the Tutor Assessment Guidance that is on Totara.

### Additional assessment guidance for tutors – new questions

**Question 13 b):** *Describe the actions a dance teacher must take if they suspected that a participant was suffering the effects of serious bullying, neglect or abuse?*

A **pass** answer will:

- Describe **at least 2** appropriate actions. These actions may include things that are your responsibility as well as things that you must not do in this situation
- Provide evidence that you understand what the legal obligations are when information is disclosed to you

A **developed** answer will, additionally:

- Provide further evidence that you understand different codes of conduct, policies and procedures that support good practice in this area
- Show that you *understand* issues regarding confidentiality and reporting of concerns

### Suggested reading/research:

Quin, E., Rafferty, S. & Tomlinson, E. (2015). *Safe dance practice: An applied dance science perspective*. Champaign, IL: Human Kinetics (Chapter 1)

<https://www.nspcc.org.uk/keeping-children-safe/reporting-abuse/what-if-suspect-abuse/>

**Question 17:** *Explain the principles of efficient alignment and the anatomical relationships involved. Give **one** example of how you can integrate these principles into your teaching in your specific genre.*

A **pass** answer will:

- Explain the concept of neutral alignment with relation to specific body part relationships in space and provide anatomical reference points to relevant bones and muscles using appropriate terminology. (beyond broad statements such as “a line through the body” or “body parts stacked on top of one another”)
- Describe potential deviations from ideal alignment and individual anomalies
- Include the required **one** example of how you communicate these alignment principles in your genre-specific teaching. This must be anatomical as supposed to aesthetic and should include a movement that might have an impact on neutral alignment and how it does so.

A **developed** answer will, additionally:

- Include possible reasons for and consequences of inefficient alignment within your class and genre
- Suggest effective teaching strategies to ensure efficient genre-specific alignment when dancing in your genre with reference to your chosen age group

- Provide evidence that you understand how the use of imagery supports alignment in practice to ensure anatomical integrity as opposed to aesthetic appearance

### **Suggested reading/research:**

Quin, E., Rafferty, S. & Tomlinson, E. (2015). *Safe dance practice: An applied dance science perspective*. Champaign, IL: Human Kinetics (Chapter 2)

### **Tutor Handbook**

The new Tutor Handbook is now available on Totara and has embedded the Quality Assurance guidance that you were sent last month. We are aware that some tutors felt that the information that was sent was possibly conflicting so we have streamlined it all into the Handbook so that tutors can use it as a reference point for all aspects of DDE delivery. Therefore, the handbook should now be used as your point of reference for you and should contain all key information that you need as a Tutor. Additional QA updates (see below) and E&T guidance will continue to be sent to Tutors as and when needed.

### **QA Updates and Reminders**

As another assessment window is approaching, we would like to remind you about some key dates and processes for the upcoming Assessment Window in November.

#### **1. Prior to Intent to Enter:**

##### **When: Now**

If not done already, Learners should be getting ready to submit their draft assessments to Totara for Tutor marking. Learner's draft assessment should be checked, and Tutor's interim feedback provided.

#### **2. Intent to Enter for Unit 1 and 5**

##### **When: by no later than 12<sup>th</sup> November 2021**

When the Learner is ready to submit in the final assessment, the Tutor should complete the Intent to Enter Form and send it to us by email to [pqmanager@istd.org](mailto:pqmanager@istd.org) by no later than 12<sup>th</sup> November. As we will be accepting submissions on the old and new assessments, we require you to tell us which assessment your candidate is entering. Candidates' assessment fees should be paid to the Society directly by the ADC /Tutor by bank transfer.

#### **3. Submission for Marking for Unit 1 and 5**

##### **When: 15<sup>th</sup> November to 26<sup>th</sup> November**

On 15<sup>th</sup> November the Final Assessment area will open and remain open until midnight on the 26<sup>th</sup> November. Learners should use this time to make their final amendments based on their Tutor's interim feedback. When ready, they should carefully check and upload their work in the Final Assessment area on Totara by no later the 26<sup>th</sup> November. Once submitted, no further changes can be done. After 26<sup>th</sup> November no further submissions will be allowed.

#### **Learner's Checklist before submitting:**

- Unit 1 and 5: There are two Final Assessment areas on Totara: Old and New. Learners must ensure that they are submitting in the correct area.
- Check and ensure that each file is labelled correctly, name and pin number is recorded on each document.

- For **Unit 1 Old Assessment**, make sure that you haven't left out your Policy documents. The Insurance Policy must be an example of a full insurance policy document in relation to dance or sport.
- Old Unit 5: Make sure that you have included your bibliography for each Assignment.

#### Reminders for ADCs and Tutors

- **First-Time Submission for Unit 1 Old Assessment and Old Unit 5:** This is the last Assessment Window for first time submissions on the OLD assessment. If you miss this Assessment Window, all first-time submissions for Unit 1 and 5 will have to be on the new assessment.
- **Resubmissions on the Unit 1 Old Assessment and OLD Unit 5:** Resubmissions on the old assessments will stop after the March Assessment Window. Please remember that March is the last Assessment Window for Learners who need to resubmit on the old assessments.
- **Unit 1 NEW Assessment and NEW Unit 5 Assessment:** This is the first Assessment Window when you can enter Learners on the new assessments for Units 1 and 5.

#### November Assessment Checklist and Reminders

	Old Unit 1 questions	New Unit 1 Questions from Sep 2021	Old Unit 5 Social Emotional and Cognitive	New Unit 5 Child Development
<b>Checklist</b>	3 x completed worksheets Policy documents	3 x completed worksheets	3 x assignment submissions Bibliography for each assignment	2 x completed worksheets 1 x filmed presentation link
<b>Key reminders for November 26<sup>th</sup> 2021</b>	Last submission for old questions	First submission for new questions	Last submission for old questions	First submission for new questions
<b>Area to submit</b>	Old Unit 1	New Unit 1	Old Unit 5 (SEC)	New Unit 5 (CD)

#### Centre Agreement

In August we shared our plans to update our Centre Agreement in order to enhance our regulatory arrangement so that we fully meet the Ofqual Conditions of Recognition and the requirements on Centre Assessment Standards Scrutiny (CASS). We are pleased to inform you that you can now access the updated Centre Agreement on: <https://www.istd.org/documents/istd-centre-agreement/>

The Centre Agreement is currently available in English language only, however, the document will be made available in Greek and Italian in due course.

There is no requirement to take any action regarding the updated Centre Agreement Policy, however, the terms and conditions apply to all Approved Dance Centres with immediate effect.

- **Other upcoming Improvements in our services:**

#### Recording of Viva Voce Assessments

As part of our enhanced quality assurance measures, the Society will record Viva Voce assessments for Unit 2. The filmed assessment footage will be submitted to the Society after the assessment by

the ISTD Assessor for quality assurance purposes. The footage will be stored securely, and when no longer required, it will be destroyed as per our data retention policy. Centres must inform their Learners that Viva Voce assessments will be recorded and consent for recording should be provided before submitting for the Final Teaching Assessment. Further information will be provided soon.

### **DDE – Learner Registrations**

To improve our service to you, we are streamlining the process for learner registrations. Centres will be able to upload learner registrations to Parnassus, our Learner Management System, which will eliminate the lengthy process of emailing learner registration forms and waiting for confirmation. We are planning on going live in January 2022 for all new learner registrations. We will be sending out links for webinar demonstrations of how to access and upload learner registration files to Parnassus. The payment of Registration Fees will continue to be paid to the Society directly by the ADC /Tutor via bank transfer. In addition, we are also introducing specific Registration Windows per academic year. In the meantime, Centres should continue to register learners as usual.

### **DDE – Intent to Enter and Payment of Assessment Fees – Units 1, 2 and 5**

To further improve our service to you, we are streamlining the process for Intent to Enter and the related Assessment Fee payments for Units 1, 2 and 5. Centres will be able to enter Learners for assessments in the relevant Assessment Window and complete the related payments on Quest, our Learner Management System. You will be familiar with this system and process when entering Learners for assessments for DDE Unit 3 (Intermediate) and Unit 4. However, we will be providing guidance on how to use Quest in due course. We are planning on going live in February 2022.

### **ADC Re-approvals**

Quality Assurance Department will resume ADC Approval renewals between January and March 2022, including Centre Visits. Centres will be notified if they are due for renewal and will be given guidelines and instructions to apply to renew Centre approval.

### **Parable Dance sessions – 25<sup>th</sup> January and 1<sup>st</sup> February 2022.**

As you will be aware from my previous email, the above free sessions are aimed at students to help them to deepen their awareness of inclusive practice in the dance studio. It is recommended that students attend both sessions as the content is different, and that tutors use the sessions as a starting point to enable further discussions about inclusion with their students.

Parable have also advised that students should watch the film *“Inclusive Practice is Good Practice”* before the session. This film was embedded into the Mandatory Tutor Training for the new Unit 5 and can be watched using the below link:

[Inclusive Practice is Good Practice - YouTube](#)

To book the student sessions please use the following link:

<https://www.eventbrite.co.uk/e/inclusive-practice-with-parable-dance-tickets-170415920606>

### **DDE Tutor Surgeries**

The next Tutor Surgery is on **Thursday 18<sup>th</sup> November (10 – 11am UK time)**. To book please use the following link and to submit questions prior to the session:

<https://www.eventbrite.co.uk/e/dde-tutor-surgery-tickets-168439377713>

We are aware that some tutors are not always able to receive the zoom links from Eventbrite as the emails are sometimes being rejected by individual spam filters. If you have booked onto the Tutor Surgery and have not received your link 48 hours before the session, please email [education@istd.org](mailto:education@istd.org) and we will be able to send you the link, individually.

Please note that these surgeries are not recorded as they are intended as support session rather than updates. If any updates come out of the surgeries, tutors will be emailed any relevant information.

Tutor Surgeries will take place from 10 – 11am (UK time) and next terms dates for the Tutor Surgeries are:

**Thursday 20<sup>th</sup> January**

**Thursday 10<sup>th</sup> March**

Please use the following link to book these sessions:

**20<sup>th</sup> January 2022** - <https://www.eventbrite.co.uk/e/dde-tutor-surgery-tickets-198215155867>

**10<sup>th</sup> March 2022** - <https://www.eventbrite.co.uk/e/dde-tutor-surgery-tickets-198230702367>

### **Remote DDE Delivery**

From time to time we receive enquiries from student teachers who are wanting to find an ADC/Tutor to study the DDE remotely. We would like to be able to draw up a list of ADCs/Tutors who are offering this, so please could you let us know if you teach any aspects of the DDE through online/remote delivery by emailing [education@istd.org](mailto:education@istd.org). Names of ADCs/Tutors will be sent out to student teachers who request this information.

As always, please do get in touch if you have any further questions or if there is anything we can do to support.

With very best wishes