

Assistant Teacher Award

Approved Tutors - Frequently Asked Questions

1. How do I become an Approved Tutor?

You will be required to complete an application form and submit this form along with other required documents as identified on the application form by the published deadline. If your application form is incomplete, or you do not supply the necessary additional documentation, your application will be rejected.

Your application will be reviewed by a Faculty of Education assessor against the criteria outlined in the Person Specification. It is important that you, and your referee, make reference to this criterion when writing your application/providing a reference.

If your application is successful, you will receive a communication inviting you to attend an initial online Induction and Training session. Your attendance at this initial training is compulsory. You will not be able to deliver the Assistant Teacher Award until you have completed the online Induction and Training session.

If your application is not successful you will be informed of the areas in your application which did not meet the criteria expectations. You are able to submit further application at the next time applications are being accepted.

2. What is the application fee for becoming an Approved Tutor?

There is no fee for submitting an Approved Tutor for the Assistant Teacher Award application. However, if your application is successful you will need to pay a one-off registration fee (currently £350) ahead of the Induction and Training session.

The registration fee covers the initial and continued administration of your registration record, and the Induction and Training session cost, the hours of which can count for time-valued Royal Academy of Dance (RAD) Continuing Professional Development (CPD) hours.

3. How much should I charge students wanting to take the Award?

Students undertaking the Assistant Teacher Award will be *your* pupils and subject to the fees you choose to charge. Just like the fees charged for dance classes, different schools/teachers will charge different amounts.

4. Do my Assistant Teacher Awards students have to pay a fee to the Faculty of Education?

Yes, there is a student registration fee of £30.00 per student to cover administration and certification costs incurred by the Faculty of Education. This fee is payable to the Faculty of Education once you (the tutor) confirms with the Faculty of Education that you have a student/s working towards the Award. Payment/s must be made through the Approved Tutor directly to the Faculty of Education with the heading 'AsTA Student Registration'.

5. How do I advertise to my students that I am an Approved Tutor for the Assistant Teacher Award?

Once you have successfully completed the initial Induction and Training session you can advertise yourself as being an Approved Tutor for the Assistant Teacher Award. As an Approved Tutor you will be responsible for your own promotion and advertising of the Assistant Teaching Award to prospective students. The Faculty of Education is in discussions with RAD Membership to look at the possibility of a formal branding in recognition of you being an Approved Tutor.

6. Is there a set programme or syllabus I need to follow in delivering the Assistant Teacher Award?

No. As an Approved Tutor it is your responsibility to create opportunities and content which will allow students to achieve the Assistant Teacher Award competencies and requirements. In doing so, you will be free to devise the content of the programme to suit the needs of individual students.

Whatever approach you take, it is important that the content of your programme ensures your students will be able to demonstrate they have met the competencies for the Award. Ideas, strategies and best practices for delivery schemes will be presented through the initial Induction and Training session, annual compulsory training, and standardisation overseen by the Faculty of Education.

7. What resources will the Faculty of Education provide?

As an Approved Tutor, you will have access to templates which you can use to track progress of your students. You will also receive templates for the final assessment of the Assistant Teacher Awards competencies and expectations. You will access the templates through the Faculty of Education's Virtual Learning Environment: Moodle. From time to time, resources which you may find helpful in delivering the Assistant Teacher Award will be posted on Moodle.

8. How long does it take for students to complete the Assistant Teacher Award?

Students can complete the Award in any time within the designated registration period of five-years. We would expect most students to have completed the Award between one and two years. Some students may take longer, while other students who have a lot of experience may take a shorter amount of time.

9. Can students who are over 18 work towards the Award?

Whilst the Award has been designed primarily for the 14-18 year old assistant teacher, there is no upper age limit to anyone wishing to work towards the Award. You will need to ensure that any students you enrol for the Award have the necessary Enhanced Disclosure and Barring checks (or equivalent) as required in your country, which will allow them to work in your school as Assistant Teachers. Please note that neither the Faculty of Education nor the RAD is able to support you in ensuring your students have the appropriate checks.

10. Will students who have completed the Award be eligible for Registered Teacher status with the Royal Academy of Dance?

No. The Award has been designed as a stepping-stone to formal dance teaching qualifications. Students successfully completing the Assistant Teacher Award are not eligible for Registered Teacher Status with the RAD.

11. How is the Award assessed?

The Award is assessed through demonstration of a set of professional and practical teaching competencies, and submission of a self-reflective report which can be written or presented in person.

Students are also required to complete 60-hours of Assistant Teaching practice.

12. Who assesses the Assistant Teacher Award?

Assessment of the competencies and self-reflective report is conducted by you as an Approved Tutor. Initial Induction and Training will provide you with the information and guidance required for conducting the continuous assessments, as will the compulsory annual training and standardisation sessions.

13. Does the Award carry UCAS points?

No. The Award is not recognised for UCAS points, however students may wish to draw on completion of the Award in their personal statements for employment or further education applications.

14. What are the possibilities after a student has gained the Award?

RAD Membership is looking to create an Assistant Teacher Award membership category, which will provide selected benefits of being an RAD member.

It is important to remember that the rationale behind the Assistant Teacher Award is to formally recognise the knowledge, understanding and transferrable skills which students gain as a result of working towards the Award, as well as giving a 'taster' of what is involved as a dance teacher.

15. Is there a discount for students who have successfully completed the Assistant Teacher Award and are wanting to start another Faculty of Education programmes?

Students who have successfully completed the Assistant Teacher Award will be eligible for a fee reduction on enrollment to Faculty of Education programmes at Level 4 and above.

16. Does the student have to assist in ballet classes?

Assisting can be in any dance *genre* and at any level of dance class. Which classes and *genres* would be a decision made between yourself and your student/s, dependent on your school's provision and timetable. It may be that some of the assisting is in one dance *genre* only (e.g. ballet), or across a range of dance *genres* (e.g. some teaching hours in ballet, some teaching hours in musical theatre). In order to have successfully completed the Award, students will need to have completed 60 hours of assisting, which you will need to verify.

17. What happens if I am an Approved Tutor but I don't have any students to register for the Award?

If you have no students working towards the Award, in order to retain your registration as an Approved Tutor for the Assistant Teacher Award, you will still be required to undertake the annual training and standardisation, the hours of which can contribute to the RAD CPD scheme (if relevant). Besides focusing on the delivery and assessment of the Assistant Teacher Award, the compulsory annual training and standardisation sessions will also contribute and enhance your professional standing as a dance teacher.

18. Besides the initial registration fee, are there any other fees I will need to pay?

Yes. As an Approved Tutor you will be required to attend compulsory annual training and standardisation which will attract a course fee. This fee will be similar to that charged by RAD CPD for any six-hour course/workshops.

19. Do I have to attend on-going Approved Tutor training?

Yes. To retain registration as an Approved Tutor you will be required to attend compulsory training and standardisation which will be delivered by Faculty of Education tutors. The training and standardisation ensures that you are fully equipped to devise and deliver appropriate opportunities and experiences for your students to successfully complete the Assistant Teacher Award. The training will also support your on-going personal and professional development as an experienced dance teacher

20. Does the training and standardisation delivered by the Faculty of Education count towards my RAD Registered Teacher CPD time-valued hours?

Yes. The training and standardisation sessions which you will attend each year will count towards six-hours, time-valued CPD hours on the RAD CPD scheme.

21. Is there a limit on the number of times a student can be assessed on a competency?

Assessment for the Assistant Teacher Award is based on the principle of continuous assessment. This means that students can be assessed on the competencies as many times as required within the designated registration period of five years. Some students may successfully demonstrate a competency at first attempt. Other students may require several attempts before you are satisfied the competency has been met. As an Approved Tutor, you will need to be satisfied that your students have demonstrated the competency at a threshold level.

Detailed information about the Assistant Teaching Award assessment, and how to conduct the assessments will be covered at the initial online Induction and Training sessions.

22. Does the Award need to be completed within a set timeframe?

Yes. Most students will complete the Award between one and two years; the maximum period for completion is five-years. It is expected that Approved Tutors will register students wishing to work towards the award, with payment of the registration fee, when the student starts working with the Approved Tutor. The five-year period starts from the first registration date as logged by the Faculty of Education.

23. What language does an Approved Tutor need to deliver the course in? Do I have to teach in English?

Approved Tutors can deliver the Assistant Teacher Award to students in any language, however, all Approved Tutors will need to be able to provide evidence of their tutoring and assessment in English throughout 2023 and 2024.

In 2023 and 2024, the initial Induction and Training will be delivered in English only. For the purposes of internal moderation conducted by the Faculty of Education, your assessment reports will need to be made available in English.

24. How many assisting teaching hours need to be completed by students?

Students will be required to have completed a minimum of 60-hours assistant teaching. Approved Tutors will need to log the number of hours completed, and verify the hours to the Faculty of Education when submitting final assessment documentation.

25. Are the students Faculty of Education registered students?

No. Students are registered with the Approved Tutors for the purposes of the teaching and assessment of the Assistant Teacher Award. The Student Registration fee payable to the Faculty of Education covers administration of a student's registration, i.e. recording that a student is commencing the award, receiving the final assessment documentation, returning results and certificates etc.

26. What happens once a student has completed the Award?

Approved Tutors will submit final assessment report forms to the Faculty of Education, with successful outcomes noted at a Faculty of Education Board of Examiners. Successful Assistant Teacher Award students will receive a report which indicates achievements and a certificate.

27. Will my work as an Approved Tutor be reviewed by the Faculty of Education?

Yes. There will be a schedule of internal moderation of Approved Tutors as part of the Faculty of Education quality assurance processes. As well as reviewing assessment documents, the moderation process may, from time to time, include a peer-to peer discussion. Further detail on the internal moderation process will be given at the initial Induction and Training session.

28. Will there be an RAD Membership Category for Assistant Teachers?

Yes. RAD Membership is looking to create an Assistant Teacher Award membership category, which will provide selected benefits of being an RAD member.

29. Will Assistant Teaching Award students be invited to the RAD Awards Ceremony?

There are no plans at this point in time to include students who have successfully completed the Assistant Teacher Award to the RAD Awards Ceremony.