

# Assistant Teacher Award Approved Tutor Application

## First Round Application 2023

Experienced dance teachers of any dance *genre* wishing to become an Approved Tutor for the Assistant Teacher Award will need to submit an [application form](#).

### Application deadlines

Applications are accepted twice a year, normally in March and August.

The deadline for the 2023 first round application cycle is **Monday 3 April 2023**. The deadline for the 2023 second application cycle has not yet been confirmed, but is likely to be towards the end of August 2023.

### Accompanying documentation

Along with your application, you will need to provide the following as scanned copies:

- Current certificate of Public Liability Insurance
- An enhanced Police Background Check (or equivalent)
- A copy of your dance schools, college or institution's teaching timetable

You will also need to provide a reference from a referee who can comment on your teaching experience and appropriateness for the role. There is a section in the Application Form where this reference should be written.

Incomplete applications will not be reviewed, so it is important that you submit all of the documentation required at the time of making application.

In completing the Personal Statement section of the Application Form, it is important that you read and make reference to the [Approved Tutor Person Specification](#).

### Outcome of your application

The outcome of your application will be sent w/c 17 April 2023. The payment deadline for the one-off initial fee of £350 is 17 May 2023. Details on how to make this payment will be communicated to you in the outcome letter.

If your application is unsuccessful, you will receive a communication which outlines the aspects of your application which did not fully meet the criterion as identified in the Person Specification. You would be able to make further application at the time of the next application cycle deadline date.

### **Attendance at compulsory Induction and Training**

If your application is successful, you will be required to attend a compulsory initial online Induction and Training on **Thursday 25 May 9.00 – 14.00 UK time**. Please make sure that you are able to attend this training before submitting your application. If you are unable to attend the training you will be required to attend the next date in October 2023 (date and times to be confirmed). You will not be able to deliver the Assistant Teacher Award until you have successfully completed the Induction and Training session.

A Q&A webinar will take place on **Tuesday 21 March 2023 10.30 – 12.00 UK time**. To book your place, sign up [here](#).