

Guidance for Registered Centres of the Diploma in Dance Teaching and Learning (Children and Young People)

To register as a centre for the Diploma in Dance Teaching and Learning (Children and Young People) you will need to complete a contact and information form: this can be requested from the Dance and Drama Administrator at Trinity on +44 (0)20 7820 4723 or from dance@trinitycollegelondon.co.uk.

All Registered Centres will be listed on the Trinity website. If you are going to be registering candidates in the next few months please contact us as soon as possible.

Registered Centre Status

A registered centre needs to submit candidates within 6 months of registering with Trinity and regularly after this. If they are unable to do this they will forfeit their registered centre status.

What is a Registered Centre

- A registered centre is an organisation that agrees to take on certain administrative and coordination responsibilities regarding the organisation of assessment and registration of candidates on the DDTAL (CYP). See from page 3 for further information on the administrative process.
- A registered centre is the key contact point between Trinity and the candidates that it registers
- A registered centre may or not be a provider of training or guidance to candidates, but generally we would expect that, in the case of the DDTAL (CYP), a registered centre will probably have some guidance/training role.
- Trinity has no control over the guidance, support and training that a registered centre may give to a candidate and its role as a registered centre does not ensure or guarantee quality of training and support. However, should a Registered Centre not comply with its agreement with Trinity, or should there be evidence of bad, or unsafe practice in the organisation of its sessions, Trinity reserves the right to withdraw registered centre status.
- All registered Centres will be provided with a registered centre ID number and a Trinity logo that they will need to display in all relevant publicity material. The centre should also use their ID number on any paperwork or correspondence with Trinity.

A Registered Centre's Role & Responsibilities

In signing the agreement to become a registered centre an organisation will be committing itself to the following.

BEFORE ASSESSMENT

- To gather and collate candidate details and register them with Trinity.
- To inform Trinity of when entries for units will be submitted and to submit these to Trinity not less than 5 candidates at a time
- To check and ensure that all submissions are complete and correctly entered, with the appropriate and required supporting documentation
- To co-ordinate Unit 4 assessments in order that at least 2 (maximum of 3) unit 4 assessments can be undertaken in a day
- To inform Trinity of unit 4 assessment dates at least 6 weeks before the event
- To ensure that all required information is correct and submitted to Trinity before unit 4 assessment

FOR ASSESSMENT

- To arrange a minimum of 2 x unit 4 assessments in a day.
- To ensure that any facilities that are used for assessment purposes are fit for purpose and cover all standard dance related health and safety requirements
- To ensure that filming is arranged as necessary and required and full permissions are attained and sent to Trinity before the assessment takes place.
- To provide a chair and small table for the assessor in the assessment space
- To provide/ensure a separate quiet and private room or space for the viva where neither the candidate nor the assessor can be distracted
- To ensure that there is sufficient space for the candidate's students to dance and there are sufficient students in the session to make it a viable teaching occasion. (10 minimum, 20 maximum)
- Registered Centres will need to submit a guarantee either from them or from the candidate that the work is their own.

AFTER ASSESSMENT

- To receive appropriate reports, transcripts and certificates and to distribute them to candidates

ADMINISTERING THE QUALIFICATION

How to become a registered centre

To request the centre registration forms, please contact the Dance and Drama Administrator on +44 (0)20 7820 4723 or at dance@trinitycollege.co.uk. You will be sent a Centre Registration Form and a Trinity Online Access Form. On receipt of the forms, please complete them and return them to Trinity's Head Office. You will then be registered as a centre and emailed with your ID number and a username and password which will enable you to access your own Trinity Centre logo. You will also be sent an entry spreadsheet for registering your candidates, a top sheet which you will need to enclose with the candidate's submitted materials and the question papers for units 1-3.

Registering Candidates

Units 1-3

When entering candidates for units 1-3, you should complete the entry spreadsheet and send it in with the fees a minimum of **6 weeks** in advance of sending in the submitted materials. It is recommended that candidates pass unit 1 first and it is required that candidates pass units 1-3 before applying to take unit 4. The registered centre needs to ensure that any candidate requesting assessment through them for unit four has evidence that they have successfully completed Units 1-3. They can do this by asking for the candidate's transcript for these units. In the exceptional case of a professional practitioner who requests assessment for Unit 4 before having completed Units 1-3 the registered centre and candidate need to present clear reasons why the Trinity Diploma Board might consider such an exception.

Once the candidates have been registered, Trinity will send the Centre the Candidate ID numbers.

When sending in the submitted materials for a unit, please ensure that the cover sheet is enclosed detailing the names and candidate numbers of all the candidates being entered. Please also ensure that you have detailed which questions have been answered on the top sheet. Registered Centres will normally send at least 5 candidates work in one batch.

Trinity will mark and issue the results within 8 weeks of receipt of the submitted materials.

Unit 4

When entering candidates for the Unit 4 Viva Voce, please complete and send in the entry spreadsheet and fees a minimum of **6 weeks** before the date you would like them to be examined on. On receipt of the booking, Trinity will begin the process of booking an assessor for you. Please, where possible, give alternative dates. A minimum of 3 and a maximum of 4 candidates should be assessed in a day. Each candidate must submit three lesson plans (see qualification document Unit 4 Assessment Methods Task 2) together with their filmed teaching assignment to their Registered Centres (or to Trinity College London directly if they are independent candidates) at least 3 weeks prior to the first of the proposed Viva Voce dates. Please see separate Unit 4 Guidance Document and Video Guidance Document for advice on filming assessments and arranging the Viva Voce.

PAYMENT FOR CANDIDATES

On receipt of the registration form, Trinity will send the registered centre an invoice for the candidates fees..

The candidate fee is non refundable.

THE ASSESSOR

Once an assessor has been booked for your session and your entries have been processed, we will send out a copy of their itinerary to you along with their biography. The itinerary will contain your contact information and details so that the assessor can contact you to finalise the details for the day. If any of the details are incorrect, please let Trinity know as soon as possible. It is important that you provide as much contact information when registering as possible, so that the assessor can easily contact you.

The assessor will telephone you a few days before the visit to confirm final arrangements. Please discuss transport arrangements: if you are able to meet the assessor at the station please do let them know. If the assessor is driving they will ask for directions and details of any local parking arrangements.

Unit 4 Assessment Day

Although you may wish to provide refreshments, assessors are paid expenses to cover any costs incurred during their visit. However, they are always appreciative of a cup of coffee or tea at break times. It may be a good idea to discuss arrangements for lunch with the assessor if suitable facilities are not available at the venue or nearby.

In order to approve arrangements the examiner will arrive at the examination venue at least 30 minutes before the start of the assessments on the first day (and 10 minutes before the start of subsequent days if it is at the same venue).

A small quiet room should be available in order to conduct the Viva Voce.

The assessor needs:

- A good sized table (not a card table) that is well supported and does not wobble
- A comfortable and supportive chair
- A bottle of drinking water and a glass

Results

Following the assessment, Trinity undertakes to issue results within 8 weeks.

Certificates

Certificates usually take around 6-8 weeks to arrive after all the units have been completed. If a certificate has been lost, a replacement can be issued on payment of a small fee, details of which can be obtained from the Dance and Drama Administrator.

Appeals Procedure

Allowable grounds of appeal

Appeals questioning the marks awarded will not be accepted. The two broad categories of appeal which will be considered are:

- claims of irregular procedure on the part of the assessor(s) – for instance, questions outside the limits of the syllabus
- a clear mis-match between the comments for one or more items and the marks awarded for those items, in relation to published criteria.

Appeals should be made in writing by the person who signed the original entry form and sent to the Head of Acting and Dance Qualifications.. The grounds of appeal should be set out, and the original (not a photocopy) of the report form should be sent by post.

Appeals should be postmarked no later than fourteen days after the issue of results.

Further Information regarding the appeals procedure can be found in the latest edition of the syllabus.

Fees for the appeals process can be requested from Head Office.

Absence through Sickness

If a candidate is sick on the day of their assessment and cannot take the assessment, the Centre Representative should apply to the Trinity's Head Office for a re-entry permit, enclosing a medical certificate. Applications for re-entry permits must be made within 30 days of the assessment date. Trinity will issue a half fee re-entry permit which can be used for the candidate's next available assessment date within 12 months of the original assessment date.

Cancelling a Unit 4 Assessment Visit

Should a Registered Centre need to cancel a Unit 4 assessment visit they must do so at least 2 weeks before the event.

Late Entries

Though Trinity will accept the application for late entries there is no guarantee that a late entry will result in the assessment taking place

Special Needs

Trinity welcomes entries from candidates with special needs. Trinity must be notified of the nature of the condition(s) by letter before the entry is made so that there is adequate time for the provision of any required special assessment materials. The condition and request for special assessment, if appropriate, should also be notified on the entry form. Candidates who require wheelchair access to the assessment venue should notify the registered centre. All provision for candidates with special needs is tailored to the particular needs of each candidate in order to be most beneficial to candidates, as full and explanation as possible of the nature of the condition should be given.

If you are entering a candidate with special educational needs you can request a separate guidance document and special educational needs provision request form that can be completed and sent to the Drama & Performance Support Administrator. The request form can be downloaded from our website: <http://www.trinitycollege.co.uk/site/?id=2595> - if you have any further queries regarding this process please contact: dance@trinitycollege.co.uk