
CPD Policy & Framework

Policies and Procedures

bbodance 2023-2024

1 Policy Statement

bbodance seeks to maintain the highest standards of dance education and training through the continuous professional development of its teachers and staff. All teaching members (national and international) are required to commit to a concept of 'lifelong learning' by updating and refining their knowledge, understanding and skills on an annual basis.

2 Objectives

In introducing a formal requirement for CPD, bbodance seeks to:

- Support teachers in meeting the expectations outlined in the CDMT Code of Conduct for Professional Dance Teachers
- Develop and maintain a high-quality teacher membership, capable of leading developments in dance education
- Widen teachers' knowledge and skills in line with the diversity of 21st century dance practice
- Encourage career progression from newly qualified teacher to a variety of specialist roles (e.g. examiner, dance school owner/manager, CPD tutor, regional co-ordinator)
- Include all teaching members, wherever they are based, by; acknowledging different modes and levels of engagement; responding to individual needs and supporting participants with disabilities

3 CPD Requirements

All Registered Teachers (UK and Australasia) are required to complete 18 hours of CPD per year which is equivalent to three full days. Associate Members are required to complete 6 hours of CPD per year which is equivalent to one full day.

While we encourage members to undertake bbodance CPD, we accept certificated CPD from any relevant organisation, if that course supports your teaching.

The CPD requirement for teaching members (UK and Australasia) is shown in the table below.

Membership Status	Total CPD Required	Certificated Learning (min)		Personal Learning (max)		Organisational Development (max)
Registered Teacher (Route A)	18 hours	18 hours	PLUS	N/A	OR	N/A
Registered Teacher (Route B)	18 hours	15 hours		3 hours		3 hours
Associate Member	6 hours	6 hours		N/A		N/A

All **Registered Teachers** are required to complete a total of 18 hours of CPD which can be gained through following either Route A or Route B.

Route A:

Teachers complete 18 hours of Certificated Learning including a minimum of 12 hours delivered by bbodance. Certificates must be provided for all 18 hours of learning. In this route, teachers do not need to undertake any Personal Learning or Organisational Development.

Route B

Teachers complete 15 hours of Certificated Learning. In addition, teachers complete either 3 hours of Personal Learning or 3 hours of Organisational Development (but not both) to make up the final 18 hour requirement.

Associate Members are required to complete a minimum of 6 hours of Certificated Learning. Associate Members are not required to undertake Personal Learning or Organisational Development.

4 Definitions: Certificated Learning

Certificated Learning is any kind of learning activity for which a formal CPD certificate is issued. Certificated Learning can be practice-based (in the form of syllabus workshops, training events or masterclasses) or theoretical (lectures or seminars); Certificated Learning can also be delivered through online, interactive courses and live 'streaming' of dance classes and teaching-related events.

Certificated Learning includes Safeguarding and First Aid Training which teachers must update every three years (applicable in the UK)

Examiner Training will also be certificated by bbodance: trainees will be awarded a total of 18 hours to cover Initial Training, 'shadowing' a minimum of three examination sessions, and report writing. Successful completion of Examiner Training fulfils all CPD requirements for the year in which it is undertaken.

Examiners who have already completed training can claim 6 hours of Certificated Learning for attending an annual Examiner's Meeting. The date of this meeting will be published well in advance.

A maximum of 6 hours of Certificated Learning may be completed with another dance-related organisation but a formal Certificate must be provided with clear information on the number of hours completed.

5 Personal Learning

Personal Learning is a form of independent study which is undertaken in addition to work commitments and normally involves some aspect of research, tailored to individual needs and career aspirations. Personal Learning does not require certification but must be recorded and is subject to audit.

Personal Learning may be practice-based, involving a short teaching or choreographic project, or participating in dance classes in order to learn a new genre. Alternatively, Personal Learning provides an opportunity to engage in internet research and access online resources on dance, including dance literature and professional websites. Attendance at live dance performances is also an acceptable activity, however, all such activities must form part of a personal learning plan with clearly identified objectives and reflection on how learning has enhanced professional practice.

6 Organisational Development (OD)

Teaching members who contribute to a meeting, panel discussion or consultation group will be eligible for 3 CPD hours per year. Attendance will be recorded by bbodance and hours will be automatically allocated. The

maximum CPD allocation for Organisational Development is 3 hours per year, irrespective of the number of meetings attended.

Teachers who gain 3 CPD hours through Organisational Development must still complete 15 hours of Certificated Learning.

7 Delivery Schedule

The CPD year in the UK will run from 1st July to 30th June. The annual audit will take place in early July so that any issues with completion of CPD requirements can be resolved before the start of the new membership year in September.

8 Recording CPD Activities

Teaching members are responsible for recording their CPD activity by keeping a clear note of the following:

- The date, time and venue of any practical CPD sessions
- The content covered in the above session/s
- The date, time and duration of any online units of study completed
- Any CPD certificates awarded
- A clearly defined Personal Learning objective with the date, time and duration of research undertaken (practical or theoretical)

Members are advised to begin by identifying clear and realistic CPD targets, using some form of table or chart. Whilst there is no preferred model, examples of best practice in planning and recording CPD may be shared on the bbodance website.

9 Exemptions

Exemptions may be given on the grounds of illness, injury or other consideration which is likely to impact significantly on CPD achievement. The following are some of the reasons accepted for part or full exemption:

- Ill health or injury
- Caring duties for a close family member
- Bereavement involving a close family member
- Maternity or paternity leave
- Unemployment or bankruptcy
- A career or academic sabbatical

The above list is not exhaustive; members may apply for exemption for other reasons which have affected their CPD activity. Exemptions will be assessed on an individual basis.

All applications for exemptions must be made in writing to the Regulatory and Quality Assurance Adviser and be supported by evidence (from a medical professional, social worker or employer, for example). Teachers seeking exemptions are advised to apply at the earliest opportunity (i.e. when a situation arises) rather than seek exemption retrospectively. Exemptions cannot be granted after the end of the CPD year (30th June) when the audit process begins.

Applications for exemptions will be acknowledged on receipt and decisions will be sent in writing to applicants within 15 working days. Should the application be unsuccessful, teachers can appeal the decision. An Exemption Form is available on the bbodance website (members' area).

10 Appeals

Appeal Stage 1

Teachers who have not been granted an extension may appeal the decision in writing (by post or email), within 10 working days of notification of the exemption decision. Appeals should be addressed to the Chief Executive Officer and will be acknowledged, by email, on receipt.

A CPD Appeal Stage 1 will be considered by an internal panel comprising three of the following members of staff:

- Chief Executive Officer
- Teaching Qualifications Manager
- Examinations and Syllabi Development Manager

Confirmation of the Appeal outcome will be sent in writing and will include details of the evidence considered and the decision made.

Appeal Stage 2

Following the Stage 1 Appeal process, teachers can make one further Appeal which must be made, in writing, to the Executive Chairman. Stage 2 Appeals will be assessed by the Executive Chairman and one other member of the Board of Trustees who may, at their discretion, involve an external professional advisor.

The outcome of the Stage 2 Appeal is final and will normally be communicated in writing within 30 working days of receipt. Should the Appeal for exemption be denied for a second time, teachers will have the option of fulfilling their CPD requirement or forfeiting their membership status.

11 Annual Audit

CPD will be audited each year. Teachers selected for audit will be informed in writing and required to submit a CPD Audit Form together with evidence of learning (including copies of certificates) within 10 working days.

The expectation is that all teachers will have completed their CPD requirement or made a successful application for exemption. Teachers who have not completed their CPD requirement and/or have not submitted sufficient evidence of completion for audit will:

- Be notified in writing of failure to complete
- Be given 20 working days to complete
- Be re-audited at the end of the 20 day extension period

12 Extensions

Extensions are a means of giving teachers an additional chance to meet their CPD requirement and renew their membership without delay or disruption. Details on extension periods and tasks will be made available to relevant members as required.

Extension arrangements only apply to teachers who have been selected for audit and will involve an additional cost. Teachers are advised to ensure that they plan ahead and complete their CPD requirement before the audit period.

13 Sanctions

Teachers who have been granted an extension but have still not completed the required CPD hours will be subject to temporary suspension of membership. The period of suspension will be determined by the number of CPD hours still to be completed:

- 1 month suspension for 3-5 hours
- 2 month suspension for 6-8 hours
- 3 month suspension for 9-12 hours
- 4 month suspension for 13-15 hours
- 5 month suspension for 16-18 hours

Suspension of membership means that teachers will not be eligible to enter candidates for bbodance examinations in either their own name or as a Visiting Teacher.

Following suspension, teachers will be liable for an Administration Fee for reactivating their membership.

Teachers who undergo a suspension and subsequently renew their membership are still liable for the full CPD requirement for the membership year in which the sanction applied (i.e. 18 hours for Registered Teachers and 6 hours for Associate Members).

14 Quality Assurance

The successful design and delivery of CPD is the responsibility of the Senior Management Committee, chaired by the Chief Executive Officer.

Quality assurance of bbodance CPD comprises three auditing mechanisms:

- CPD Feedback Questionnaires
- Annual audit
- Annual CPD Report by the Regulatory and Quality Assurance Adviser

All CPD delivered by bbodance will be accompanied by a feedback questionnaire which will provide essential information on participant satisfaction.

A Report on the CPD Annual Audit will be included in the Annual Statement to the Board of Trustees and may be submitted to national regulators on request.