

CENTRE APPROVAL POLICY FOR THEATRE DANCE QUALIFICATIONS

Each centre where Dance Award assessments take place must be approved by the Graded Qualifications Alliance.

The application form for Centre Approval is available from Head Office, the Partner Organisation concerned on request or as a download on the GQAL Website. The application form should be completed and returned to the Partner Organisation concerned.

On receipt of a completed application form, a unique centre number will be issued.

If the details on the application form conform to the requirements of GQAL then a centre is approved.

On receipt of the completed centre report form a decision will be made and either, the Centre will be approved or advised of any further action needed to be taken in order to gain approval along with a time schedule for implementation.

APPROVAL CRITERIA

All staff involved in preparing candidates for Dance Awards must have achieved a Dance Teaching Qualification for the Dance Awards

FACILITIES

- It is normal to dance on a wooden or sprung floor, other floors may be suitable.
- Studio size of at least 81 square metres
- Solid or fixed barres
- Adequate lighting
- Separate changing room away from the examination room
- Adequate toilet facilities

EQUIPMENT

- Sound system with an attendant to play the music
- Reasonably sized firm table.
- Comfortable chair

STANDARDS

- The safety and wellbeing of the candidates in the examination
- The technical standard of the students and whether they comply with the requirements for the examinations.

QUALITY ASSURANCE

We will continue to monitor centres each time an examination Session takes place.

REPORTS ON CENTRES BY EXAMINERS

Each time an examiner visits a centre for an examination session she/he will complete a centre report form. A copy of the report will be sent to the centre.

MARK CRITERIA FOR CENTRE REPORT FORMS

STUDIO FLOOR

- 5 Sprung or similar dance floor which is clean and free from splinters
- 4 Wooden floor which is clean and free from splinters
- 3 Suitable floor which is clean
- 2 Clean hard floor
- 1 Hard floor that is uneven and dirty

STUDIO SPACE

- 5 Area larger than 81 square metres, high ceilings and free from obstructions
- 4 Area of at least 81 square metres, and is free from obstructions
- 3 Area of at least 81 square metres
- 2 Area of at least 81 square metres with some obstructions
- 1 Area under 81 square metres

BARRE

STABILITY

- 5 Fixed barres
- 4 Portable barre which is stable, no movement when being used
- 3 Portable barre, slight movement when being used
- 2 Portable barre which is unstable
- 1 Chairs, windowsills, radiators etc.

HEIGHT

- 5 2 or more barres set at different heights
- 4 Adjustable barres
- 3 Barres set at the correct height for the majority of candidates
- 2 Barres set at the incorrect height for the majority of candidates
- 1 Barres set at an incorrect height for all candidates

LIGHTING

- 5 A well-lit studio (natural and/or artificial) which has the facility to make lighting adjustments where needed
- 4 A well-lit studio (natural or artificial)
- 3 Adequate light (natural or artificial)
- 2 Dim light (natural or artificial)
- 1 Insufficient light for safe working in all areas of studio

SOUND QUALITY

- 5 Clear sound, completely audible in all parts of the studio, free of distortion and correct volume control
- 4 Clear sound, audible in all parts of the studio and correct volume control
- 3 Appropriate sound quality with correct volume control
- 2 Appropriate sound quality, volume either too loud or too soft or both
- 1 Sound not completely audible, distorted or incorrect volume control

OPERATOR

- 5 The correct music was played in all instances, with no commentary. The operator was well prepared, helpful and polite
- 4 The correct music was played in all instances, with no commentary. The operator was helpful and polite
- 3 The correct music was played in all instances. Some commentary was audible. The operator was helpful and polite
- 2 The correct music was played in all instances. Commentary was audible. The operator was unprepared or unhelpful.
- 1 Incorrect music was played

TOILET AND CHANGING FACILITIES

- 5 Clean, secure and separate changing facilities and toilets for males and females.
- 4 Separate changing facilities and toilets for males and females
- 3 Combined changing facilities, separate toilets for male and females
- 2 Combined changing and toilet facilities
- 1 No changing or toilet facilities

TECHNICAL STANDARD

The scores for this section will reflect the marks awarded over the entire session

DISCIPLINE OF CANDIDATES

- 5 All candidates were polite, courteous and responsive when, entering, during and leaving the examination on all occasions
- 4 All candidates were well behaved when, entering, during and leaving the examination on the majority of occasions
- 3 The majority of candidates were well behaved when, entering, during and leaving the examination on at least half the occasions
- 2 The conduct of a number of candidates fell short of the required standard when entering, during and leaving the examination.
- 1 The conduct the majority of the candidates fell short of the required standard when entering, during and leaving the examination.

NUMBERING OF CANDIDATES

- 5 Numbers are at least 4cm high, well positioned and clear to the examiner. All candidates are numbered correctly
- 4 Numbers are at least 4cm high, well positioned and clear to the examiner. The majority of candidates are numbered correctly
- 3 Numbers are at least 4cm high and are clear to the examiner. The majority of candidates are numbered correctly
- 2 Numbers are unclear to the examiner. The majority of candidates are numbered correctly
- 1 Numbers are unclear or have not been used.

EFFICIENCY OF CENTRE

- 5 The session runs according to the typed timetable with no changes or delays
- 4 The session runs according to the typed timetable with some changes or delays due to reasonable circumstances
- 3 The session runs according to the typed timetable with some changes and delays.
- 2 The session does not run according to the typed timetable.
- 1 The session is not run according to the typed timetable and many changes and or delays occurred

INFORMATION FOR CANDIDATES

- 5 Information is clearly displayed in a position which is accessible to all
- 4 Information is available to candidates either on request or through display.
- 3 It is evident that candidates have been well informed
- 2 There is some evidence that candidates have been informed
- 1 There is no evidence that candidates have been informed

(In view of the fact that in some cases access to notice boards is not possible on examination days, the examiner will take into consideration whether or not the candidates arrive on time, are correctly dressed and are well prepared as a means of evidence for this section)

WITHDRAWAL OF APPROVED CENTRE STATUS

On advice from the examiner and if the scores on the form are below the required standard, the centre will be informed in writing and advised of any action needed to bring the centre back up to the required standard within a given time scale.

If on the examiners next visit the action required does not appear to have been implemented then a reminder will be sent.

If on the examiners next visit the action required still does not appear to have been implemented then a formal notice will be sent advising the centre that failure to comply with the requirements may result in the Approved Centre Status being suspended.

GQAL reserves the right to suspend Approved Centre Status.

SANCTIONS POLICY AND WITHDRAWAL OF APPROVED CENTRE STATUS

Should any centre be found or suspected of not complying with the approval requirements, GQAL reserves the right to impose a range of sanctions on that centre.

NON-FORMAL ACTIONS

GQAL will always seek to resolve non-compliance issues through discussion with centres in the first instance. The usual outcome of any such discussion and investigations into the non-compliance by GQAL will be an action plan which will identify what actions the centre should take to resolve the non-compliance issue and the dates by which these actions should be completed.

Centres should provide a regular update to GQAL detailing the actions that have been taken to show that progress is being made towards resolving the non-compliance issue.

On completion of all the actions the centre should report to GQAL that the non-compliance issue has been resolved. GQAL will reserve the right to further inspection of the centre's policies, procedures and activities to ascertain that this is the case.

GQAL will expect the centre to keep under review any new policies, procedures or activities that arise from the actions detailed in the action plan.

FORMAL ACTIONS

Should GQAL and a centre be unable to resolve the non-compliance issue by non-formal means, a number of formal actions can be taken by GQAL. These may include, but are not exclusive to:

- Suspending certification of candidates registered for certain units or qualifications should the issue of non-compliance be restricted to a certain unit(s) or qualification(s)
- Suspending certification of candidates registered for any GQAL qualification at that centre pending the outcome of investigations
- Withdrawing centre approval for a specified unit(s) and/or qualification(s) for a specified period
- Withdrawing centre approval for a specified unit(s) and/or qualification(s) indefinitely
- Withdrawing centre approval for a specified period
- Withdrawing centre approval indefinitely

