



Procedures for the Accreditation of Vocational Providers of Dance and Musical Theatre

**Council for Dance Education and Training
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The Council for Dance Education and Training (CDET) is a charitable company limited by guarantee. Registered in England no. 3888776. Registered Charity No. 1079153. Registered office as above

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INTRODUCTION

1 Background

- 1.1 Established in 1979, The Council for Dance Education and Training (CDET) is a charitable company limited by guarantee and registered in England (charity number 1079153, company number 3888776).
- 1.2 The Council's mission is to advance the standard of education and training in dance and musical theatre.
- 1.3 One of the Council's primary means of achieving its aims is via the accreditation of vocational Providers of dance and musical theatre. The Council values and aims to nurture a diversity of approaches to education and training, consequently, the accreditation of a Provider is principally concerned with its 'fitness for purpose'; the Council recognises that this can be demonstrated differently in the Further and Higher education sectors.
- 1.4 In addition to the accreditation of vocational Providers, the Council advocates on behalf of the professional dance and musical theatre education and training communities and provides a comprehensive information service – *Answers for Dancers*, on all aspects of their work.
- 1.5 The Council also offers membership to representatives of accredited vocational dance and musical theatre training Providers, validated dance teaching organisations, trade unions and employer associations. These bodies pay a membership subscription for the services they receive.
- 1.6 Independent individuals are invited to sit on the Council's Boards and committees. These individuals are eminent professionals in their fields and have experience, knowledge and professional standing in dance, musical theatre or related sectors. The inclusion of independent members ensures wider representation from the dance and musical theatre industries on the Council's Boards and committees.
- 1.7 As a charitable company, the Council is governed by a Board of Trustees, known as the Dance Education and Training Board (DETB). A majority of the Council's sixteen Trustees is drawn from its independent membership. Vocational Providers hold three places on the Board. The work and recommendations of the Council's committees and sub-committees is reported to the DETB which, as the legal guardian of the charity, takes all final decisions.
- 1.8 This document sets out the process by which the Council monitors, assesses and evaluates the quality of provision in Provider institutions offering programmes of education and training in dance and musical theatre. The programmes are designed principally to prepare students for careers as professional dance and musical theatre artists and/or teachers of dance and/or musical theatre.

2 THE CONTEXT OF COUNCIL ACCREDITATION AND OTHER NATIONAL QUALITY ASSURANCE PROCEDURES.

- 2.1** Accreditation by the Council for Dance Education and Training is the voluntary, specialist quality assurance process of the professional dance and musical theatre industries. Accreditation uniquely confirms a Provider to provide education and training of an appropriate standard, at an appropriate stage of development, to those seeking to enter the dance and musical professions.
- 2.2** Under the provision of the Education and Inspections Act 2006, the Office for Standards in Education (Ofsted) has a statutory responsibility to inspect and regulate care for children and young people, and inspect education and training for learners of all ages. Ofsted is also responsible for assessing the quality of provision at private dance and musical theatre Providers that are part of the Dance and Drama Awards Scheme (DaDAs). These inspections are carried out at the direct request of the Learning and Skills Council (LSC) which uses the findings as evidence in the decision making process regarding the allocation of funded places to DaDA Providers.
- 2.3** Under the terms of the 1992 Further and Higher Education Act, the Higher Education Funding Council (HEFCE) has a statutory responsibility to assess the quality of Higher Education. HEFCE has a service level agreement with the Quality Assurance Agency (QAA), which conducts institutional audits in England and Northern Ireland on HEFCE's behalf. Institutional audit is the review process for Higher Education institutions and reviews an institution's standards and quality of provision.

3 THE PURPOSE OF COUNCIL ACCREDITATION

- 3.1** Accreditation by the Council for Dance Education and Training provides an independent evaluation of the quality and professional relevance of programmes of study at vocational dance and musical theatre Providers. The purpose of this evaluation is to
- confirm or question the viability of an institution as a bone fide Provider of high standard vocational training in dance and/or musical theatre;
 - provide objective judgement on the professional relevance and quality of courses;
 - inform policy and practice within vocational Providers;
 - contribute to the maintenance and raising of standards in education and training by stimulating development in the quality of provision;
 - inform government policy and provide information that may be used by government and other bodies when allocating funds;
 - promote closer links between the dance and musical theatre industries and the education and training sector¹.

4 THE ELIGIBILITY OF A VOCATIONAL DANCE OR MUSICAL THEATRE PROVIDER FOR ACCREDITATION BY THE COUNCIL FOR DANCE EDUCATION AND TRAINING

¹ The Council monitors vocational courses on behalf of the professional dance industry. Full *Equity* membership is automatically available to all students graduating from its accredited courses.

4.1 General

Application for accreditation by the Council is open to all dance and musical theatre education and training Providers meeting the Council's *Initial Criteria for Accreditation*².

4.2 Further Education (post-16)

A post-16 Provider meeting the Council's *Initial Criteria for Accreditation* will normally be eligible for a full accreditation visit of four days' duration³ by a team of specialist assessors appointed by the Council.

4.3 A post-16 Provider that has already undergone a general assessment by Ofsted and has been judged to be outstanding (grade 1) or good (grade 2) in programmes of Learning and in Leadership and Management will normally be eligible for an accreditation visit of one day's duration by a team of specialist assessors appointed by the Council.

4.4 A post-16 Provider that has already undergone a general assessment by Ofsted and has one grade 1 or 2, and one grade 3 (satisfactory), will normally be eligible for an accreditation visit of two days' duration by a team of specialist assessors appointed by the Council.

4.5 A post-16 Provider that has already undergone a general assessment by another quality assurance body recognised by the Council will normally be eligible for an accreditation visit of two days' duration by a team of specialist assessors appointed by the Council.

4.6 A post-16 Provider already accredited by the Council will normally be eligible for an re-accreditation visit of one day's duration by a team of specialist assessors appointed by the Council⁴.

5 Higher Education (post-18)

A post-18 Provider meeting the Council's *Initial Criteria for Accreditation* will normally be eligible for a full accreditation visit of four days' duration⁵ by a team of specialist assessors appointed by the Council.

5.1 A post-18 Provider that has undergone an institutional audit by QAA in which a judgement of Confidence was reached will normally be eligible for an accreditation visit of one day's duration by a team of specialist assessors appointed by the Council.

5.2 A post-18 Provider that has undergone an institutional audit by QAA in which a judgement of Limited Confidence was reached will normally be eligible for an accreditation visit of two days' duration by a team of specialist assessors appointed by the Council.

5.3 A post-18 Provider that has undergone an institutional audit by QAA in which a judgement of No Confidence was reached will normally be eligible for an accreditation visit of four days' duration⁶ by a team of specialist assessors appointed by the Council.

5.4 A post-18 Provider that has undergone general assessment by a quality assurance body other than QAA but recognised by the Council will normally

² Appendix 1

³ Subject to the scale of provision.

⁴ Subject to annual written confirmation that standards achieved in accreditation have been maintained.

⁵ Subject to the scale of provision.

⁶ Subject to the scale of provision.

be eligible for an accreditation visit of two days' duration by a team of specialist assessors appointed by the Council.

- 5.5** A post-18 Provider already accredited by the Council will normally be eligible for a re-accreditation visit of one day's duration by a team of specialist assessors appointed by the Council⁷.

6 THE POSSIBLE OUTCOMES OF AN APPLICATION FOR ACCREDITATION

There are two possible outcomes to an application for accreditation by the Council.

- i) Accreditation** – the course satisfies Council criteria and is accredited for four years.
- ii) No award** – the course does not satisfy Council criteria, and is not accredited. A Provider that fails to gain accreditation will not normally be allowed to submit a further application for two years from the date of the original accreditation assessment. The Council will, however, inform the Provider at the time of refusal if it is prepared to recognise exceptional circumstances and accept an earlier application.

7 APPLYING FOR ACCREDITATION

7.1 In applying for accreditation by the Council, a Provider of vocational courses in dance and musical theatre is required to

- Complete and submit a formal application on a standard pro-forma;
- Provide and submit additional specified documentation;
- Undergo an accreditation visit by an assessment team appointed by the Council.

8 ACCREDITATION ASSESSMENT VISITS

8.1 Timing and length of assessment visits:

Following the successful submission of the accreditation documentation described in 7, the Council will contact the Principal of the applicant Provider or college in writing in the term before that during which the accreditation procedure is to take place, to determine the date(s) for a visit by an accreditation assessment Panel. The Provider is required to propose days that will most appropriately allow a Panel to gain full understanding of its entire provision.⁸

8.2 The assessment visit Panel:

In the term before that in which an accreditation visit is to take place, the Council will confirm in writing to the Principal of the applicant Provider or college the composition of the assessment Panel⁹ and pre-assessment visit

⁷ Subject to annual written confirmation that standards achieved in accreditation have been maintained.

⁸ If, on receipt, course documentation suggests that the timing of an assessment visit is unsuitable for whatever reason, the visit may be postponed at the Council's discretion. If, on the first day of the visit, it becomes apparent that the Provider has scheduled the visit for an inappropriate time, the Panel may decide to postpone the visit. Reasonable expenses such as travel, accommodation, assessors' fees and per diems, will then be the responsibility of the Provider.

⁹ Those wishing to become CDET assessors are required to undertake the Council's programme of Specialist Assessor Training (SAT) prior to undertaking an assessment visit. Assessment Panel

procedures. All aspects of Provider management and provision under scrutiny will be reflected in Panel membership.

8.3 Composition of the assessment visit Panel:

An assessment Panel will most usually comprise¹⁰

- the Lead Assessor (LdASS)
- the consultant attached to the Provider¹¹
- a dance/theatre artist
- a dance educationalist
- a senior employer/director/agent/artistic director
- a senior arts' manager e.g. CEO, Registrar, Finance officer¹²

The Council will inform the Provider of the proposed composition of the Panel, and will forward short biographies outlining the experience and expertise of proposed Panel members to the Principal¹³. The Council will also send a letter to the Provider for distribution to students explaining the purpose of the assessment visit.

Assessment Panels will be accompanied by the Council's Head of Education and Training and an administrator.

8.4 Conflicts of interest

Where a Provider is concerned that the inclusion of a particular Panel member might represent a conflict of interest, it should inform the Council within five days of receiving the list of proposed Panel members. If the Council considers the concern valid, it will make all reasonable efforts to replace the Panel member concerned with another of similar expertise and experience. If the concern remains, the Provider may make representation to the Chair of the Council's Accreditation Board. Final decisions as to Panel composition lie with the Council.

8.5 Pre-assessment visit documentation

The following documents must be supplied to the Council. The documents will be reviewed by all Panel members and provide a source of reference throughout the visit.

At least **21 days before** an assessment visit

- a copy of the most recent edition of the prospectus;
- a copy of the Provider's self-evaluation report and associated development plan;

members will be drawn from the Council's register of SAT assessors. In assembling a Panel the Council will consider the professional expertise of Panel members in relation to the provision of a Provider under assessment.

¹⁰ Depending upon the scale of provision.

¹¹ In the case of a Provider applying for re-accreditation – the Attached Course Monitor (ACM)

¹² Where aspects of management provision and financial viability are also under scrutiny, e.g. where no other quality assurance process – Ofsted, QAA, has taken place.

¹³ On occasion, aspects of provision may require variations in the composition of an assessment Panel. In these circumstances the Principal of the Provider will be required to approve changes to the composition of the Panel at the time of its assembly.

- a list of all courses provided
- course specification(s) and course outline documents;
- a hierarchical map of the Provider's management structure;
- a copy of the a Provider's equal opportunities, disability and access policies;
- a copy of the Provider's business plan;
- a copy of the Provider's public liability insurance policy;
- a set of course timetables and list of the staff teaching during the Panel visit;
- a map of the Provider's campus(es) and rooms;
- details of the students' retention, achievement and progression into employment for the previous three years;
- published information to support students' guidance and welfare;
- the most recent Ofsted report (where an Ofsted assessment has taken place) (FE Providers);
- the most recent external examiner's report (HE Providers);
- the executive summary of the most recent institutional review (HE Providers).

Should pre-visit documentation fail to arrive 21 days before a planned assessment visit, the visit may be postponed and any costs incurred by the Council (or to which it has committed itself) to that date may be charged to the Provider. In such cases, the Provider and the Council may agree a new assessment visit date.

8.6 During an assessment visit assessors will require access to the following documentation which should be easily available but does not need to be sent to the Council in advance of the visit:

- staff list with details of qualifications and experience;
- job descriptions of key staff;
- emergency management risk assessment procedures;
- information on staff development programmes for the previous two years;
- schemes of work, planning and assessment documents;
- samples of students' assessed work at each level of attainment accompanied by records and reports;
- recent reports from the moderators of Trinity College *London*, where available;
- any other documents the Provider wishes the Panel to consider.

9 SCHEDULING THE ASSESSMENT VISIT

Following receipt of pre-visit documentation (and no later than fourteen days before the proposed assessment visit) the Lead Assessor will consult the Provider to agree a schedule for the visit. It is in the interest of both the Council and the Provider that opportunities are available for the Panel to observe a well-balanced, cross-section of the student learning experience.

9.1 Visit schedule

Seven days before the first day of the proposed visit, the Lead Assessor will send the Provider the agreed assessment visit schedule, incorporating planned meetings and the classes to be observed in each year and area of study. The Provider must not make special arrangements for classes during the time of the visit.

9.2 Context notes

The teachers of the classes to be observed should prepare *Context notes* and make them available to the Panel. At the start of each day of the visit these should be given to the Lead Assessor for distribution to the appropriate Panel members and should describe, in a short paragraph, the aims and objectives of the session, what has been achieved in previous sessions and where the session under observation sits in the scheme of work.

10 Meetings

10.1 Student Meeting

The Provider is required to organise a private meeting between the students and the Panel inviting all students on the course to attend. The meeting will last approximately an hour and the discussion will be structured in accordance with the format of the Panel Report. The Panel may decide to see all students together or in smaller groups.

10.2 Staff Meetings

Members of the Panel will hold meetings with teaching staff (both full and part-time), as well as the Principal and other officers of the Provider. These meetings will be arranged between the Lead Assessor and the Provider prior to the agreement of the schedule. Additional meetings may be required to clarify evidence collected during the visit or to provide an opportunity for the Provider to produce additional evidence. These meetings will be arranged during the visit.

10.3 Panel Meetings

The assessment Panel will meet on the evening prior to the first day of the visit to discuss the documentary evidence. The Panel will subsequently meet alone and as necessary during the visit to exchange information and agree on issues that need to be raised with core staff or pursued further.

10.4 Principal or Head of Course and Core Staff Meeting

The Lead Assessor and the Panel may arrange to meet core staff and the Principal or other officers of the Provider before the final Panel meeting to gain further information as required. The Principal should be available for the duration of the visit.

10.5 Final Panel Meeting

The Lead Assessor and Panel members will meet in private to discuss their findings and agree the recommendation they will make to the Accreditation Board.

10.6 Final Meeting with the Provider

On the afternoon of the final day of the visit, the Lead Assessor and all Panel members will meet the Principal of the Provider for the final official meeting

of the assessment. Attendance by other members of staff may be agreed during the visit. The Head of Education and Training will ascertain if the Provider has been happy with the conduct of the visit or if there are any issues the Provider wishes to raise at this point. The Lead Assessor will convey to the Principal the accreditation visit Panel's assessments of the strengths of the Provider and identify areas deemed appropriate for improvement. Under no circumstances will any indication be given at this stage of the recommendation the Panel will make to the Accreditation Board.

11 POST-VISIT PROCEDURE

The Council will normally adhere to the following timetable but shall be entitled to depart from the schedule if the Provider has been informed and if the new timetable does not extend to more than ten weeks after the visit.

11.1 First week after visit

Panel members submit their written reports of classes observed, meetings attended and all personal notes and documentation reviewed, to the Lead Assessor within seven days of the visit.

11.2 Second week after visit

The Lead Assessor compiles a draft accreditation report based on Panel members' individual reports and returns it to them for confirmation or amendment. A copy of the draft report is also sent to the Council's Head of Education and Training who will moderate the consistency with which the *Procedures and Criteria for the Accreditation of Vocational Dance and Musical Theatre Providers* have been applied.

11.3 Third week after visit

Panel members forward responses to the draft report and any substantive items for consideration, to the Lead Assessor.

11.4 Fourth week after visit

The Lead Assessor completes the Final Draft Accreditation Report, appropriately amended in the light of Panel member's comments and including the Panel's summary of recommendations forwards it to the Council's Head of Education and Training who will forward a copy **minus the recommended final outcome** to the Provider under assessment.

The Provider will be invited to respond in writing to the report in two separate areas.

- The first response must be within seven days of receipt of the report and comment on matters of factual accuracy alone;
- The second response must be within fourteen days of receipt of the report and will be the Provider's formal response to it. The response will be appended to the report when it is considered by the Accreditation Board and the DETB. The response should indicate a consideration of any recommendations made by the Panel regarding any aspect of provision.

11.5 Sixth week after visit

The Final Draft Accreditation Report is amended following the Provider's comment on matters of factual accuracy alone.

A copy of the amended report together with a copy of the Provider's written response is sent to members of the Accreditation Board.

12 THE AWARD OF ACCREDITATION

The award of accreditation is at the discretion of the Dance Education and Training Board and based upon review and consideration of the Final Draft Accreditation Report and the recommendation of the Accreditation Board.

12.1 The Accreditation Board

The Accreditation Board meets as required during the academic year to consider Final Draft Accreditation Reports and current quality assurance issues and developments. It comprises seven members – two independent dance or musical theatre employers, two independent dance educationalists, a senior independent arts or education manager, the Director and the Head of Education and Training of the Council. A majority decision of the Board is required for any recommendation for the award of accreditation to DETB. Neither the Director of the Council nor the Head of Education and Training has voting rights at Accreditation Board meetings. Three independent members of the Board together with the two Council officers (or their designated deputies) must be present at any meeting for it to be quorate.

12.2 The Accreditation Board will consider the Final Draft Accreditation Report together with the two responses of the Provider. The LdAss, the consultant and the Panel member(s) will be invited to attend relevant Accreditation Board meetings to discuss final draft reports with the Accreditation Board. The Accreditation Board is not permitted to alter judgements in the report nor the Panel's recommendations unless it believes these are inconsistent with the evidence included in the Panel Report and the reports from the consultant or (in the case of reaccreditation), the ACM. In such cases, the Accreditation Board shall have the power to propose an amendment or conditions to the report when submitting its recommendation regarding the outcome of the application to DETB.

13 THE DANCE AND EDUCATION TRAINING BOARD

13.1 All decisions regarding the award of accreditation rest with DETB as the legal guardians of the charity.

13.2 The decision and the comments of the Accreditation Board shall be passed to the DETB together with the Final Draft Panel Report and the Provider's response.

13.3 DETB shall satisfy itself that the visit and its record comply with the Council's procedures and criteria.

13.4 DETB shall

- accept the recommendation of the Accreditation Board, OR
- question the recommendation of the Accreditation Board and refer the application back to the Accreditation Board with recommendations.

- 13.5** Elected Provider Trustees must absent themselves from any part of a DETB Meeting that considers granting, refusing or withdrawing accreditation at the Trustee's own institution. Papers pertaining to that institution will not be sent to the Trustee concerned.
- 13.6** The decision of DETB may, where appropriate, be referred to the Appeals Committee.
- 13.7** On the award of accreditation, an Attached Course Monitor (ACM) is appointed to the Provider. The role of an ACM is to ensure a positive working relationship between the Council, the dance industry and the Provider. The ACM provides a vital, continuing link between accreditation visits and should contribute to the maintenance and raising of standards.

14 ACREDITATION ASSESSMENT REPORTS

- 14.1** With the exception of the Summary Report, accreditation assessment reports shall remain confidential to the Council and the Provider but may be distributed, with the consent of both parties to appropriate public sector funding, quality assurance and government agencies.
- 14.2** The Summary Report including strengths, areas for improvement and graduate destinations shall be publicly available from the Council offices and from the Provider. The Summary Report shall comprise the introduction and parts one and two of the conclusion of the full report.
- 14.3** All Panel and ACM reports are for Council purposes only and must not be quoted from or used in publicity or promotional material, including Provider prospectuses or newspaper advertising, without the written consent of the Council. Unauthorised use of the Council's material is not permitted.

15 WITHDRAWAL OF ACCREDITATION

- 15.1** The Council reserves the right to withdraw accreditation from a Provider at any time during the four year term if it has evidence that
- the quality of education and training provided is no longer of the standard achieved in accreditation;
 - conditions imposed in the accreditation report have not been fully met;
 - a Provider has not paid its annual subscription.
- 15.2** Evidence concerning the withdrawal of accreditation may be gathered from a range of sources including the Provider's Annual Summary of Changes and reports from the ACM. When the Council has reasonable evidence to believe that accreditation criteria are not being met, it will inform the Provider that it is requesting a full Panel visit for the purposes of reviewing its accredited status. The Council will inform the Provider of the grounds on which this action is being taken.
- 15.3** Should the subsequent Panel visit report confirm that a Provider no longer meets Council criteria, the Panel will recommend the withdrawal of accreditation to the Accreditation Board. If the Accreditation Board confirms the recommendation, it will in turn, recommend to DETB that accreditation be

withdrawn. If DETB accepts the recommendation, the Director of the Council will communicate the decision to the Provider immediately.

- 15.4** The Council will not accept a further application for assessment from a Provider from which accreditation has been withdrawn until two years after the date of the assessment visit which resulted in withdrawal.
- 15.5** If it is the conclusion of the assessment Panel that the course continues to fulfil Council criteria and if the Accreditation Board and the DETB confirm the Panel's judgement, the Council may either allow the original accredited period to continue or apply conditions. Such conditions must be transparent and a suitable time-scale for compliance must be specified.

16 APPEAL PROCEDURES AND THE APPEALS COMMITTEE

16.1 Entitlement to appeal

A Provider may appeal against a decision by the Council for the following reasons

- a refusal of the Council to arrange an accreditation assessment visit;
- a refusal by the Council to award accreditation.

Grounds for appeal

- an error of fact which is material to the decision;
- the conduct of the accreditation process was not in accordance with the *Procedures for the Accreditation of Vocational Providers of Dance and Musical Theatre* (latest edition).

- 16.2** The Appeals Committee (AC) shall comprise three members appointed by DETB (none of whom shall be a member of the Council for Dance Education and Training or the Accreditation Board). The Committee shall comprise
- a practising solicitor, barrister or qualified lawyer with at least 15 years relevant experience in practice, who shall act as Chair of the Committee;
 - a choreographer or professional performer of at least 15 years' experience; (So far as is practical, such persons shall be drawn from the discipline ballet, contemporary, musical theatre) for which the Provider seeks accreditation;
 - an educationalist with at least 15 years experience in the development and implementation of dance or musical-theatre training.
- 16.3** All three members of the AC shall take part in any hearing or sitting of the Committee.

17 Method of appeal

- 17.1** Any appeal must be made in writing and be addressed to:
Director, Council for Dance Education and Training, Old Brewer's Yard, 17-19 Neal Street, Covent Garden, London WC2H 9UY. Written notice of appeal must arrive at the offices of the Council within 30 days of the date of the letter communicating the Council's original decision.
- 17.2** The notice of appeal must set out the grounds of appeal and give full particulars of the facts and matters relied on in support of those grounds.

18 Appeals procedure

- 18.1** When notice of appeal has been received, the Head of Education and Training will acknowledge its receipt and send a copy to the Chairman of DETB, the Director of the Council and the Chair of the Accreditation Board.
- 18.2** Within thirty days of receipt of the notice, the Council shall assemble an Appeals Committee and arrange a hearing following consultation with the appellant Provider, the Director of the Council and the Chair of the Accreditation Board. Unless the Provider otherwise agrees, the hearing shall take place no later than three calendar months following the date on which the notice of appeal was originally received.
- 18.3** The Council shall prepare for each member of the AC copies of the following documents within the time-scale above:
- the letter communicating the decision of the Council which is the subject of the appeal;
 - the notice of appeal;
 - the documentation before the Accreditation Board when it made its recommendation to DETB;
 - the documentation before DETB upon which it based its decision.
- 18.4** The Provider is entitled to representation at the hearing and shall be given an opportunity to address the Committee. The Chair of the AB shall be given an opportunity to respond and the Provider shall be given an opportunity to reply to matters raised.
- 18.5** Members of the Appeals Committee may put questions to both parties.
- 18.6** The appellant Provider may introduce new information if it is relevant to the proceedings. The AB may respond to new information but may not introduce new information of its own at any stage.

19 Decision of the Appeals Committee

- 19.1** Within 14 days of the conclusion of the hearing, the Chair of the Appeals Committee shall send its written decision to the Head of Education and Training. The Committee shall record its findings on material issues of fact and shall set out reasons for its decision.
- 19.2** On receipt of the Committee's written decision, the Head of Education and Training shall send copies to the Provider and to the Chair of the AB. A copy of all documentation shall be retained in the Council's records.
- 19.3** The Committee's decision shall be final and there shall be no further appeal.

20 Powers of the Appeals Committee

- where the Committee is satisfied that the Council has wrongly refused to arrange an accreditation assessment, it may order the Council to do so;
- where the Committee is satisfied that refusal of accreditation was based on a material error of fact, it may order that accreditation be granted;

- where the Committee is satisfied that there was a material breach of the *Procedures and Criteria for Accreditation of Vocational Providers of Dance and Musical Theatre*, it may order that the process, or any part of it, be repeated at the expense of the Council;
- where the Committee is satisfied that the DETB's acceptance of any recommendation or condition in a report was based on a material error of fact it may order the Council to delete that recommendation or condition.

20.1 If the Committee finds that no ground of appeal is established, it shall dismiss the appeal and confirm the decision of the DETB or the Accreditation Board as the case may be.

21 COSTS

Each party will bear its own costs relating to the appeals procedure.

22 CONDITIONS OF ACCREDITATION

22.1 The Annual Report of Changes (ARC)

Providers with accredited courses must submit an *Annual Report of Changes* to the Council for each academic year falling within the period of accreditation. The reports for the previous academic year are due at the Council offices by the end of the first full week in November. The report must include details on the form of any significant changes and developments under the following headings:

RESOURCES: building, spaces, equipment, facilities, and student support services;

STAFFING: personnel, student/staff ratios, staff responsibilities;

STUDENTS: students' funding sources (i.e. Dance and Drama Awards, partial/full grant or private funding);

THE COURSE: course title, content, qualification offered;

MARKETING: copy of the current prospectus and any marketing material produced by the Provider, which tracks the graduates' successes. Any other developments the Provider wishes to draw to the Council's attention.

22.2 Annual Statistical Survey

In addition to the ARC, accredited Providers are required to complete an annual statistical survey which records information from the previous academic year broken down by gender, geographic and ethnic origin on the

- number of students applying, auditioned/interviewed, offered places and the total numbers of students currently enrolled;
- number of students withdrawing from the course due to studies terminated, lack of funding, professional work. The Council will use this information to produce an annual report which will enable it to understand the dance and musical-theatre education and training sectors more thoroughly.

22.3 Notification of performances

Each accredited Provider shall provide the Council with advance notice of all public student performances. The Council will maintain a comprehensive schedule of public performances and will distribute it on a regular basis to members of the Accreditation Board and Trustees. Providers in the process of

applying for accreditation should also ensure the Council receives publicity material so that performance reports can be compiled and be available to the Accreditation Board. The Council will normally ensure it has at least two performance reports covering more than one production before considering accreditation at Accreditation Board and DETB meetings.

22.4 Course monitoring

Course monitoring aims to provide a positive working relationship between the Council, its accredited Providers and the professional dance and musical-theatre industries. Course monitoring

- informs the Council of the continuing quality of provision and attainment on vocational training courses;
- provides regular confirmation of the quality of student productions;
- enables the Council to call on the assistance of knowledgeable individuals to contribute to an area of the Provider's development;
- provides a conduit to the Accreditation Board to ensure standards of provision are maintained and that an accreditation assessment Panel's recommendations are being implemented.

22.5 Appointment of (Attached) Course Monitors (ACM)

22.6 The Council appoints an ACM to each accredited Provider; the ACM will normally be an artistic director, a choreographer and/or a dance/theatre artist. The ACM can be nominated by the Provider or the Accreditation Board and chosen from among

- accreditation Panel members;
- other appropriate industry professionals.

22.7 The appointment of an ACM will be the result of consultation between the Council and the Provider. All ACMs are knowledgeable individuals with recent and relevant experience of dance and/or musical-theatre education and training. ACMs form a vital part of the industry's link with the Provider, representing industrial working practice and the views of potential employers.

22.8 ACMs will undertake up to three focused visits per academic year which will include at least two public performances, one of which may be a dress rehearsal on a focused visit. ACMs will write reports on each visit which will contribute to the Annual Summary. Providers are encouraged to invite ACMs to any event or occasion they would like to draw to the attention of the Council. ACMs will plan visits more effectively if Providers provide timetables and invitations to assessment points; these may include classes, end-of-year assessments, project presentations and/or performances. ACM reports will comment on

- education and training as reflected in performance;
- the standard of choreographers/teachers and other members of the creative team employed by the Provider;
- a Provider's casting policy and its choice of repertoire in relation to the needs of all students on the course and the expectations of the industry.

23 DURATION OF ACCREDITATION

23.1 Accreditation is normally for four years. At the end of each period of accreditation, the Council will arrange a further visit to a Provider to renew its accredited status. In certain circumstances, however, it may be impossible or inappropriate for the Council to visit a course for re-accreditation within the accredited period. In these circumstances, accreditation may be extended at the discretion of the Accreditation Board. In certain circumstances it may be impossible, impractical or inappropriate for a Provider to accommodate a Panel visit to an accredited course within the accredited period. In these circumstances the Provider may apply for an extension of accreditation. Such applications must be made in writing and must state the reason(s) for the request in detail. The Accreditation Board will consider requests and make a recommendation to DETB to which it may refer decisions at any stage.

24 ANNUAL REVISION OF PROCEDURES AND CRITERIA

24.1 The *Procedures and Criteria for the Accreditation of Vocational Providers of Dance and Musical Theatre* is subject to annual review by members of the Council's Accreditation Board. Proposed revisions will be referred to DETB for ratification. Amendments to procedures and criteria are normally approved by DETB at the final meeting of the academic year so that they may be published and distributed in time for the following year's accreditation visits, or at the latest, at the first meeting of the new academic year. Changes from the previous year's document are italicised in new documentation.