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# Regulations

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## Policies and Procedures – Teaching Qualifications

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**bbodance 2024-25**

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# 1. Introduction

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- 1.1. All students registered with bbodance are subject to rules and regulations, which may be changed from time-to-time following approval by the relevant committee/s.
- 1.2. bbodance follows best practice and conditions of recognition as stipulated in guidelines, policies, codes of practice, regulations and procedures by bodies including:
  - Ofqual
  - Qualifications Wales
  - CDMT
  - Society for Education and Training (SET)
- 1.3. **Force Majeure:** Neither student nor bbodance shall be liable for inability or delay in performing any of their obligations if caused by circumstances beyond their reasonable control including, but not limited to, industrial actions, strikes, lockouts, bad weather conditions, earthquake, flood, fire, explosion, war, terrorist attack, pandemics, major technical failure or prolonged power failure.
- 1.4. These regulations should be read in conjunction with the course specification, Teaching Qualifications Terms & Conditions, and Teaching Qualifications Student Handbook.

# 2. Definitions

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- 2.1. A *student* is defined as any person admitted to the bbodance Teaching Qualifications.
- 2.2. A *course* is a combination of modules which, upon completion, lead to an award.
- 2.3. A *module* is a defined and self-contained unit of study, which receives a specified number of credits.
- 2.4. *Credits* are gained when a student has satisfied the Board of Examiners in respect of required achievement for the module concerned. Modules are rated at 5, 10, 20 or 30 as specified in each Course Specification. One credit equates to 10 hours of notional student workload, which includes, as appropriate, lectures, practical classes, teaching practice, tutorials, reading, research and written work.
- 2.5. A *level* is a stage of study, completion of which permits progression to the next stage. The equivalence of each level is detailed within <https://bbo.dance/train-with-us/teacher-training>.
- 2.6. The *assessment* of a module is via summative assessment such as written assignments, practical teaching and presentations. Throughout these Regulations all references to 'assessments' relate to summative assessments that contribute marks and credits to modules.

## 3. Applications & Admissions

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- 3.1. bbodance will consider each application in a fair, efficient and transparent manner.
- 3.2. All applicants must meet the prescribed course entry requirements and will be selected on the basis of demonstration of potential to succeed on the course.

### Disability

- 3.3. bbodance welcomes applications from prospective students who have a disability as detailed in the UK Equality Act 2010. bbodance undertakes, where possible, to make reasonable and appropriate adjustments to learning, teaching and assessment, to ensure that all applicants receive the same opportunity to be successful in their studies where an applicant chooses to disclose a disability.

### Language of Study

- 3.4. The language of study for bbodance courses is English.
- 3.5. An applicant whose first language is not English and who has not been educated wholly or mainly in English will be expected to have a suitable level of competence in written and spoken English before the start of the course (see Entry Requirements).

### Entry Requirements

- 3.6. The requirements for entry are listed in the course specification and on the website.
- 3.7. Applicants to Levels 4, 5 and 6 are required to hold a GCSE (or equivalent) in English (C/4). Applicants whose first language is not English and do not hold a GCSE (or equivalent) in English, can provide evidence of English language proficiency in the form of a recently achieved, recognised English language proficiency test, such as the International English Language Testing System (IELTS), school-leaving or degree certificate. For IELTS, a minimum of an overall IELTS result of 6.5 in the academic test is required with a minimum of 6.0 in each of the subtests.
- 3.8. Applicants to courses who are under the recommended age indicated in the entry requirements, may be eligible for admission if they can provide satisfactory evidence of their ability to pursue successfully the course for which they are applying.
- 3.9. Applicants who have not completed dance syllabus examinations or an alternative dance qualification at the required level may be required to provide a video of themselves dancing as evidence of their dance skill level.
- 3.10. Applicants to courses may also be required to provide proof of ID, a satisfactory police check (a Disclosure and Barring Service (DBS) Certificate in the UK), evidence of Safeguarding training and evidence of highest academic and dance qualifications.
- 3.11. Applicants to Levels 5 and 6 are expected to be compliant with the Code of Professional Conduct by the Council for Dance, Drama and Musical Theatre (CDMT) at

## Recognition of Prior Learning

- 3.12. For Levels 4, 5 and 6 applicants may apply for exemption from modules of study as part of the course they wish to apply for based on prior learning or experience.
- 3.13. Applications for Recognition of Prior Learning (RPL) must be made prior to the start of the course and in line with the bbodance Recognition of Prior Learning Policy & Procedure, available at <https://bbo.dance/policies-and-guidelines>.
- 3.14. If RPL is awarded, credit will be automatically awarded for exempted modules. Students can only be exempted from a maximum of two modules per level.
- 3.15. The marks used to calculate the classification of the award shall be those derived from modules undertaken with the bbodance during the current registration period.

## Deferral

- 3.16. An applicant who is offered a place on a bbodance course may defer their course registration and/or course start until the next delivery of the course and for a maximum of two times. If an applicant does not register on course/start their course on the third and final offering of the course, registration will be terminated and re-application will be required.

## 4. Registration

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- 4.1. Students are required to complete registration for their course prior to the course Welcome Webinar.
- 4.2. Upon registration, students are expected to comply with the rules and regulations of bbodance.
- 4.3. A student's course registration ends under the following circumstances:
  - 4.3.1 When a student receives the final award for their course.
  - 4.3.2 When a student withdraws from the course and receives a transcript of the credits gained for any modules successfully completed.
  - 4.3.3 When a student's registration on the course is terminated by the Board of Examiners.
- 4.4. The name recorded on any transcript or certificate issued by bbodance shall be the name in which a student was last registered.

## Length of Registration

- 4.5. bbodance assumes that students will normally complete their studies within a reasonable period. The maximum period of registration for Level 3 is two years. The maximum period of registration for Levels 4, 5, and 6 is three years.

- 4.6. Where a student fails to qualify for an award within the maximum period specified in 4.5, the registration of that student shall be deemed to have lapsed and be terminated at the next available Board of Examiners.

### **Part-Time Study**

- 4.7. All courses are delivered part-time. It is recommended that students set aside a minimum of 20 hours per week for study for the duration of their course.

### **Re-application to a Course**

- 4.8. A student who withdraws voluntarily from a course may make application for re-admission to the same course.
- 4.9. A student whose registration on a course was terminated due to lack of academic progress may make application for re-admission to the same course.
- 4.10. All debts to bbodance incurred from previous registrations must be fully paid before admission or re-admission.
- 4.11. A student who re-applies shall be regarded as a new entrant, but previously approved Recognition of Prior Learning and any credits obtained for modules already undertaken, shall contribute to the course.

### **Student Records**

- 4.12. Students studying with bbodance are responsible for ensuring that bbodance has their current postal address, email address and contact telephone number(s) while they are registered on a course. This information is initially gathered on application and any changes should be communicated to the Qualifications Manager.

### **Suspension of Studies**

- 4.13. A student who wishes to suspend their studies temporarily is required to give notice to the Head of Teaching Qualifications and will join the next course delivery or course delivery agreed at the start of the module/s not yet completed.
- 4.14. Suspension of studies will only be agreed if fee payments are up to date.
- 4.15. If a new course specification is in place when a student returns to their studies from suspension, the student's registration will be transferred to the new course specification.
- 4.16. Unless there are exceptional circumstances, where a student is unable to return to their studies at the end of a period of temporary suspension, their registration will be deferred or terminated in relation to regulation 4.5 above. Students have the option to withdraw from their course prior to the end of their suspension period.
- 4.17. Where a student's registration has been suspended, they are not eligible to participate in their course (including tutoring and assessments) before returning to their studies and resuming their registration.

## Withdrawal

- 4.18. A student who wishes to withdraw permanently from their course before the normal time of completion is required to give notice to the Head of Teaching Qualifications and may be liable for course fees (see the Teaching Qualifications Terms & Conditions).
- 4.19. Where a student has withdrawn from a course and has accrued credits, they will receive a transcript confirming credits achieved.

## 5. Studying with bbodance

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### Engagement with Studies

- 5.1 All students are expected to engage fully in their studies with bbodance. Engagement means attending scheduled webinars or catching up on webinar recordings; completing study tasks and formative assessments; engaging with readings and other resources provided as part of the course; undertaking independent study (where relevant); attending scheduled tutorials; maintaining contact with tutors; adhering to set deadlines; maintaining fee payments; and completing summative assessments.
- 5.2 If a student is struggling to engage with their studies, they are advised to seek advice and support from the Head of Teaching Qualifications.
- 5.3 Students who cease to engage with their studies will be contacted by the Head of Teaching Qualifications, who will offer support and guidance on options available to the student. If a student does not respond, they will be considered 'non-contact' and any non-submission of module assessments will be given a mark of zero. Continued non-contact will lead to termination of registration at the appropriate Board of Examiners.
- 5.4 A student who, due to illness or other extenuating circumstances, is unable to engage in their studies or complete an assessment should refer to the Extenuating Circumstances Policy & Procedure and guidance on seeking an extension in the Student Handbook.

### Disability

- 5.5 A student who declares a disability either on application to a course or after starting a course is entitled to reasonable adjustments to learning, teaching and assessments. Students should refer to the Reasonable Adjustments Policy & Procedure and guidance on reasonable adjustments in the Student Handbook.

### Academic Integrity

- 5.6 All students are expected to abide by the principles of academic integrity when completing coursework and assignments for bbodance. Students should follow the guidance on academic integrity in the Academic Misconduct Policy & Procedure and Student Handbook, and access additional support provided as part of bbodance Study Skills.

## Behaviour and Etiquette

- 5.7 Students are always expected to behave and communicate with professionalism when working with peers and bbodance staff. bbodance will not tolerate physical or verbal abuse; violent, indecent, threatening or offensive behaviour or language; disruption of teaching or administrative activities; misuse of bbodance premises or property; bullying or harassment.
- 5.8 Any student whose behaviour or communication is deemed unprofessional and unacceptable may be subject to disciplinary action, including termination of course registration.

## Video Recordings

- 5.9 Video recordings of webinars and Training Days will only be made available to Teaching Qualifications Faculty and the relevant cohort of students, normally via the online learning platform. Video recordings of webinars and Training Days will not be made available to the public or other cohorts of students.
- 5.10 On occasion, bbodance may require video extracts of onsite Training Days for marketing purposes. Students (and the module tutor) will always be asked for consent for filming and use of video extracts for marketing purposes.
- 5.11 Video recordings of teaching practice and other practical work submitted for either formative or summative assessment will only be viewed by relevant Teaching Qualifications Faculty, including the module tutor, an internal moderator and the External Examiner. Video recordings will only be made available to other students or more widely with the permission of the student, normally as an exemplar.

## 6. Assessment and Progression

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- 6.1 These regulations should be read in conjunction with the Student Handbook.
- 6.2 All bbodance Teaching Qualifications are modular in design and achievement on each module is assessed by summative assessment only. The mark achieved for summative assessment represents the mark achieved for the module out of 100%.
- 6.3 Summative assessments may be a single assignment (or assessment component) or may require completion of multiple assignments (or assessment components) to a value of 100%. Where there are multiple components, components may be weighted.
- 6.4 The marks achieved for each module are recorded and both the marks achieved, and the credits awarded contribute to the overall award.
- 6.5 Students will not be permitted to retake any module in which they gain a mark of at least the pass mark at the first attempt and may not repeat the assessment of a module for which credits have been awarded.
- 6.6 All assessments are conducted in English. Where a student usually teaches in a language other than English, they may be permitted to complete their practical teaching in their usual

language with the provision of sub-titles or another form of translation into English for the purposes of formative and summative assessment.

### **Submission of Assignments for Summative Assessment**

- 6.6 Students are required to submit assignments for summative assessment on time and in accordance with the instructions published in the Learning Journal for each module or Course Handbook (Level 3).
- 6.7 Where an assignment or assessment component has not been submitted and there are no confirmed extenuating circumstances, a mark of zero (0) will be given.

### **Calculation of Module Marks**

- 6.8 The pass mark for all modules is 40%.
- 6.9 For each module assessment, overall achievement is determined by achievement of the module Learning Outcomes. Assessment Criteria are used to award a mark for each Learning Outcome and the average of marks achieved for the Learning Outcomes provides the overall mark. Where assessment components are weighted, each component is assessed out of 100% and then weighted to calculate the final mark.
- 6.10 In calculations, aggregate marks of 0.01-0.49 are rounded down and marks of 0.50-0.99 are rounded up in order to arrive at a whole integer for the final module mark.

### **Marking and Moderation Process**

- 6.11 Assessments are marked and moderated in accordance with the process and procedure set out in the Marking and Assessment Policy within the Student Handbook.
- 6.12 Marks for assessments remain provisional until ratified by the Board of Examiners.

### **Failure and Reassessment**

- 6.13 Students who fail an assessment are given an opportunity to revise and re-submit the assessment (or failed components of an assessment) in accordance with the Marking and Assessment Policy within the Student Handbook.
- 6.14 Where the student passes the reassessment, the mark for the assessment component shall be capped at the pass mark and the mark for the module overall shall be capped at the pass mark.
- 6.15 A tuition fee for reassessment (a re-submission fee) is applicable per failed module. Students are entitled to either 1 hour or 2 hours additional tutoring per failed module, depending on the number of assessment components failed.
- 6.16 Where the student fails reassessment, they are given one final opportunity for reassessment as part of the next delivery of the module. The student may choose to re-sit the assessment with full module attendance or revise and re-submit their work in line with the module delivery. Re-sits with full module attendance incur a module fee; re-submission without module attendance incurs a further re-submission fee.



## Ratification of Marks

- 6.17 Marks are ratified by a Board Examiners appointed for the purpose as outlined in the Marking and Assessment Policy within the Student Handbook.
- 6.18 Students will be informed of the recommendations made by the Board of Examiners as soon as practical after the Board's meeting.
- 6.19 After having received notification of the Board's recommendation, students have recourse to appeal by following the bbodance Complaints Policy and Procedure, available at <https://bbo.dance/policies-and-guidelines>.
- 6.20 If a student finds that the marks they have received have been recorded incorrectly due to an error in administrative processes, the Qualifications Manager will correct the marks in liaison with the Head of Teaching Qualifications.

## 7. Award

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### Classification of Award

- 7.1 The overall average mark is normally calculated from the final module marks obtained by a student in those modules that contribute to the award as set out in the Course Specification.
- 7.2 The overall average mark is the final mark used in determining the award classification and is required to be a whole integer. The same rounding conventions apply for the final mark as for final module marks (see Regulation 6.10).
- 7.3 The mark thresholds for award classifications (achievement descriptors) are specified in the Course Specification.
- 7.4 The Board of Examiners has discretion whereby if a student's overall average mark falls within 2 marks of a higher classification and at least 50% of credits fall within the higher classification, the student can be awarded the higher classification.

### Date of Award

- 7.5 The date of the award shall be the date on which the Board of Examiners approves the award or the date on which Board of Examiners Chair's Action is taken to approve the award.

### Students in Debt

- 7.6 Transcripts and certificates for students who are in debt to bbodance in respect of tuition fees shall be withheld until the student has paid their tuition fee debts to bbodance.