Mentoring
Overview

- Where to find information on the website
- Syllabus Requirements – what the candidate has to produce
- Mentor “Job Description” and Form X4-11
- What the Mentor does NOT do
- What the Mentor could do
  - Before Teaching Practice begins
  - During Teaching Practice
  - After each Teaching Practice session
  - After the series of lessons
- The Detailed Review - checking
- Use of video?
Where to find information

- Sign in to the website
- Search for Unit 4 & 5
  - lots of information and downloadable documents – scroll down to ...

The following documents provide additional information:

**Candidates**
- Unit 4 checklist for candidates - Record of Teaching Practice
- X4X5-03 Candidate application form
- X4X5-04 Candidate application form (re-sit)
- X4-05 Guidelines for preparation of Record of Teaching Practice
- X4-10 Unit 4 Cover Sheet
- X4-11 Mentor’s confirmation and guidelines for those mentoring candidates
- X5-07 Assessment and Result form (Unit 5 valid from 01 July 2014)
- Unit 5 Sample Assignment Bank

**Branch / Organiser**
- X4-02 Branch Application form to present candidates for Unit 4
- X5-02 Branch Application form to present candidates for Unit 5
- X5-05 Guidance on examination procedures for Unit 5

**Examiner / Tutor / Translator**
- X5-07 Assessment and Result form (Unit 5 valid from 01 July 2014)
- Unit 5 Sample Assignment Bank

- Also search for Mentor – more useful docs, e.g.

Notes for mentors (July 2014).pdf
Download File
Syllabus Requirements – what the candidate has to produce

• Record of Teaching Practice – to be completed by each candidate
  ◦ Two components
    • One-page summary of all classes taught since passing Unit 3
    • Detailed review of a series of lessons – six hours independent teaching; *can be same class throughout or classes of different levels*
      • 8-12 sides of A4; font no smaller than Times New Roman 12 point
      • Date, time and duration of each lesson
      • Checklist
Unit 4 Checklist

UNIT 4 RECORD OF TEACHING PRACTICE CHECKLIST
ALL CANDIDATES MUST COMPLETE THIS FORM

Your Record of Teaching Practice – please tick the box for each category
Have you:
• Shown the number of hours you have taught for all classes?  
• Shown the number of dancers in each class?  
• Shown the level of experience of the dancers in each class?

Your Detailed Review
• Are your pages numbered?
• Does your Detailed Review include:
  • A minimum of 8 maximum of 12 videos?
  • The equivalent of 6 hours teaching?
  • The date of each lesson you taught?
  • A description of the level of the classes taught?
  • The number of dancers attending each class?
  • Outline plans for each of the lessons?
  • Only dances published by the Society?
  • Evaluation done after each lesson and follow up

Statement and Confirmation
Have you stated that your Record of Teaching Practice is your own work?
Has your mentor confirmed that appropriate consultation has taken place?
(form X4-11)?

Administration
• Have you completed the Cover Sheet? (form X4-10)
• Have you included your original work and a copy?
• Have you included a passport-size photograph?
• Have you included the fee?
Cover Sheet X4-10 – to be completed by the Candidate

TEACHING CERTIFICATE PART 2 – UNIT 4: TEACHING PRACTICE
COVERAGE SHEET

(Please note that the original and a copy** of the Record of Teaching Practice must be submitted for assessment. A copy of this cover-sheet should accompany each.)

Candidate number: ________________ For office use only

Name of Candidate: __________________ Branch: __________________
(Please print)

Proposed date and place of examination for Unit 5: __________________

Latest date for submission of Unit 4 (Record of Teaching Practice): __________________
(This date must be no later than 6 months before the date of the examination for Unit 5.)

I confirm that:
1. the attached Record of Teaching Practice is entirely my unaided work.
2. the Record of Teaching Practice includes a list showing the number of hours I have taught for all classes since passing Teaching Certificate Part 1 and the types of those classes (including level of ability and number of dancers).
3. the detailed Review of lessons covers the equivalent of 6 hours’ teaching, describes the level of classes taught, and shows outline plans for each of those lessons.
4. the dances included in the 6 hours’ teaching are all published by RSCDS.
5. a copy of the Mentor’s Confirmation Form (X4-11) signed by my mentor to confirm that appropriate consultation has taken place is attached to each copy of the Record of Teaching Practice.

Signature: __________________ Date: ________________

Either: if you are to sit the examination for Unit 5 at a Branch or centre, please ensure that the original and a copy** of:
[i] X4 – checklist for candidates
[ii] your Record of Teaching Practice
[iii] this Cover Sheet (X4-10)
[iv] your Mentor’s Confirmation (X4-11)
are submitted to Headquarters no later than 6 months before the date of the examination for Unit 5. The appropriate fee* should be enclosed.

Or: if you are going to attend the course and sit the examination for Unit 5 at Summer School, you must complete an application for Summer School, selecting the appropriate examination class under “Class Options”, the original and a copy** of:
[i] X4 – checklist for candidates
[ii] your Record of Teaching Practice
[iii] this Cover Sheet (X4-10)
[iv] your Mentor’s Confirmation (X4-11)

should be sent with the appropriate fee*, by recorded/registered delivery to reach:
The Examinations Office, The Royal Scottish Country Dance Society, 17 Coates Crescent, EDINBURGH, EHS 7AL, no later than 6 months before the date of the examination for Unit 5.

Candidates may submit the above documents electronically. Pdf format is advised.

* See ‘Examination Fees’ document for details of current fees and concessions.
** If you have had your Record of Teaching Practice translated, you must submit the original in your own language and 2 copies of the English translation.

Please ensure the candidate application form X4X5-03 has been completed and a passport photo attached.
X4-10 Sep 2012.doc
Mentor’s “Job Description” – From Form X4-11 – Mentor’s Confirmation

- It is expected that the mentor will:
  - be a fully qualified RSCDS teacher of Scottish country dance with experience of teaching in Branches, Affiliated Groups, schools, clubs or other organisations.
  - visit, where possible at least twice, a class taught by the candidate during the period of teaching practice. The purpose of these visits is for the mentor to offer help and advice.
  - act as a consultant for the candidate to discuss and advise on teaching practice. This may involve giving candidates information about various methods of planning lessons and recording progress, but the mentor should ensure that his/her contribution is purely advisory.
  - Concentrate particularly on assisting the candidate to improve self-evaluation as a teacher.

- A mentor may advise more than one candidate
Form X4-11 – Mentor’s Confirmation

Teaching Certificate Part 2
MENTOR’S CONFIRMATION FORM and
GUIDELINES FOR THOSE MENTORING CANDIDATES FOR UNIT 4

Please refer to the detailed instructions in the RSCDS Syllabus for Examinations.

It is expected that the mentor will:

- be a fully-qualified RSCDS teacher of Scottish country dance with experience of teaching in Branches, Affiliated Groups, schools, clubs or other organisations;
- visit, where possible at least twice, a class taught by the candidate during the period of teaching practice. The purpose of these visits is for the mentor to offer help and advice;
- act as a consultant for the candidate to discuss and advise on teaching practice. This may involve giving candidates information about various methods of planning lessons and recording progress, but the mentor should ensure that the candidate’s contribution is properly acknowledged;
- concentrate particularly on assisting the candidate to improve self-evaluation as a teacher.

A mentor may advise more than one candidate.

The Record of Teaching Practice must be the candidate’s assessed work and a statement to that effect must be signed by the candidate on the Cover Sheet (X4-10). Mentors are required to provide written confirmation on the form below that appropriate consultation with the candidate has taken place.

CONFIRMATION FORM

Name of candidate: ________________________________
Branch/centre: __________________________________

Proposed date of examination for Unit 5: ______________

Identify that appropriate consultation has taken place during the preparation of the above candidate’s Record of Teaching Practice:

Name: ________________________________________ (Please print)
Signature: __________________________ Date: __________

When signed, this Form should be attached to the candidate’s Record of Teaching Practice, which must be completed no later than 6 months in advance of the date of the examination for Unit 5 and submitted according to the instructions on the Cover Sheet (X4-10).
What the Mentor does NOT do

- He/she does not:
  - write any of the lesson plans
  - write any of the Record of Teaching Practice
  - decide what the candidate should teach or how they should teach
  - make only critical/negative comments
  - make only general, non-specific comments
  - interrupt the lesson
What could the Mentor do? Before Teaching Practice begins

Ensure the candidate is clear about what is required in writing the Detailed Review

- Components:
  - Introduction
  - Details of teaching
  - Review of the music
  - Self-evaluation
Discuss the nature of the class and the candidate’s ideas for the first lesson

Ensure the candidate understands that they may be teaching a class which is used to a particular way of working or is working from a pre-arranged programme

See each lesson plan in advance and comment on strengths and weaknesses – if the candidate agrees to this - involvement of the Mentor is at the request of the candidate

The candidates will have been shown some possible templates for laying out their lesson plans – they are only suggestions, but are good starting points
Templates for Lesson Plans – available in Tutor’s Handbook
During Teaching Practice...

- Visit and observe (at least) two lessons; if not possible, see a detailed review of the lessons
- Immediately after the class, or by phone/Skype as soon as possible thereafter
  - Encourage self-evaluation – some thoughts
    - How did you think that went?
    - What do you think went well?
    - What areas do you think needed improvement?
      - Was something missing?
      - Was there too much of something?
      - How could you go about improving things?
      - What might you do differently next time?
    - How do you think the music worked?
      - Did it suit the activities?
      - Was the tempo suitable?
    - What are you going to try to aim for next time?
    - Will the next lesson build on this one, or will it stand alone?
... during Teaching Practice ... Written follow-up??

- At the moment there is no suggestion that the Mentor should give written feedback

- Discuss – points for and against?

- Main advantage – a written record of the discussion

- Some suggestions on how this could be written
... during Teaching Practice –
Written Follow-up – a possible procedure

- Start with something positive
  - You have a lovely open personality
  - People were smiling and making eye contact
  - The class improved their performance of xxx
  - You demonstrated xxx very clearly, well done.

- Go on to the things that need improvement
  - Try not to use negative expressions – don’t say “you didn’t” or “you should have”, say “next time could you think about/try to…”
  - Avoid “but”, “however”

- Finish with something upbeat
  - Next time, if you put xxx into practice that should work really well
  - You have shown great improvement since last time
The Detailed Review, and checking it ...

- **If the candidate agrees**, read the Detailed Review of the six hours of teaching
- If it does not conform to the requirements ...
  - Introduction
  - Details of teaching
  - Review of the music
  - Self-evaluation

... it will be returned, so tell the candidate, to avoid this happening
Resubmission

Candidates may submit the Detailed Review no more than three times.

They can sit and pass Unit 5 before the Detailed Review has been successfully completed, but this must be done within one year of passing Unit 5 in order for part 2 of the Teaching Certificate to be awarded.
Use of video?

- Not done at the moment, but under consideration

- Advantages?
  - Can inform discussion between mentor and candidate, especially if the mentor cannot attend the class to see the lesson
  - Can clarify points of disagreement – both mentor and candidate can have a copy
  - Candidate can self-evaluate from another point of view

- Disadvantages?
  - Who films?
  - Cost?
  - Equipment?
  - Privacy issues?
  - What is to be filmed? Just the candidate? The whole class?