

Candidate Number:

For office use only

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 sides?
- 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**?