

## INFORMATION FOR PROSPECTIVE CANDIDATES

### RSCDS Teaching Certificate Part 1

Documents that you will need:

- Teaching Certificate Syllabus
- Candidate Application Form for Unit 1 (X1-03)
- Candidate Application Form for Units 2 and 3 (X2X3-04)

It is necessary to attend separate courses of tuition for Units 2 and 3, but preparation for Unit 1 may be undertaken by self-study, although it is strongly advised that at least part is undertaken by supervised instruction.

#### Unit 1

There is a fixed schedule of dates for the examination for Unit 1, (see Schedule of Examination Dates, X1-02). All examinations are based on the RSCDS Manual, current edition.

You should contact the Secretary of your RSCDS Branch so that an application may be made by the Branch to hold the examination locally on one of the dates listed in the Schedule. There is no minimum number of candidates. Your Branch should be able to help you prepare for Unit 1 either by running a short course or by arranging for you to have the guidance of an experienced RSCDS teacher.

Alternatively, if you do not have a Branch nearby, you may sit the Unit 1 examination as a Sole Candidate, provided you are a current member of the RSCDS. In that case, it will be your responsibility to identify **two** invigilators, at least one of whom must be a person of official standing in your local community (see Guidelines for Organisers and Invigilators, X1-13). It is strongly recommended that you study under the guidance of an experienced RSCDS teacher.

The completed Candidate Application Form for Unit 1 (X1-03) should be submitted with the appropriate fee as early as possible:

**EITHER** no later than seven weeks before the date of the examination to the Secretary or organiser of examinations at the Branch or centre where you will sit the examination

**OR**, if you are to be the sole candidate from your area, direct to - Examinations Officer, RSCDS, 12 Coates Crescent, Edinburgh, EH3 7AF or by email to [examhelp@rscds.org](mailto:examhelp@rscds.org) no later than six weeks before the date of the examination.

*Please note that, if you require the examination-paper to be translated, the Candidate Application Form must reach Headquarters no later than twelve weeks before the date of the examination.*

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## **Unit 2 and Unit 3**

A regular schedule of courses and examinations for Units 2 and 3 is offered annually at the RSCDS Summer School at St. Andrews (contact headquarters for dates). Otherwise, Branches and approved centres run courses according to local need, and you should contact the Secretary of your RSCDS Branch so that an application may be made by the Branch to hold examinations locally.

If you are to attend a course at a Branch, you will need to submit the Candidate Application Form (X2X3-04) to the Branch Secretary in advance of the start of the course. There are regulations about the minimum number of candidates for examinations held at Branches.

If you wish to take the courses and examinations at Summer School – Units 2 and 3 are taken in sequence over a fortnight – you must complete both the Candidate Application Form (X2X3-04) and an application form for Summer School (usually online). *Please note that applications to take the courses and examinations at Summer School must be submitted no later than 1<sup>st</sup> February. However, in certain cases late applications may be accepted up to 31<sup>st</sup> March from candidates sitting the Unit 1 examination in February.*

## **Fees**

See 'Examination Fees' document for details of current fees and concessions.

The fees for tuition-courses at Branches and centres are set locally. The Manual, which is required reading, is available from RSCDS Headquarters, or through the online shop on the website at [www.rscds.org](http://www.rscds.org). Please check with Headquarters for current costs. An electronic version of the RSCDS Manual is available for members to download from the RSCDS website.

Please contact the RSCDS Examinations Officer, [examhelp@rscds.org](mailto:examhelp@rscds.org), if you require further guidance on how to proceed.