

TEACHING CERTIFICATE PART 2 – UNIT 4

GUIDELINES FOR PREPARATION OF THE RECORD OF TEACHING PRACTICE

The Record of Teaching Practice should contain:

1. A one page summary of all classes taught since passing Teaching Certificate Part 1.
The summary should contain a brief indication of the number of hours of teaching and the types of classes taught.
2. A detailed review of a series of lessons (equivalent to 6 hours' independent teaching) with either the same class or classes of different levels.

The section of the *Record of Teaching Practice* containing the Detailed Review (see Appendix A)

- **should be between a minimum of 8 sides and a maximum of 12 sides of A4 or US letter size, with the font size no smaller than Times Roman point 12.**
- **pages in the Detailed Review should be numbered.**
- **apart from under previously agreed special circumstances, any submitted Record of Teaching Practice of a shorter or longer length will be returned to the candidate for amendment and resubmission.**

Please note that the list of classes is additional to the 8 – 12 sides of the Review.

Format and style of Record of Teaching Practice

- ideally typed, but if that is not the case then the hand-writing **must** be clearly legible.
- a tabular format or a narrative format for the lesson plans covering the six hours of teaching are both acceptable

The choice of the format and style for the detailed Review in the *Record of Teaching Practice* is entirely up to the candidate.

The *Record of Teaching Practice* document must be presented in English.

- A candidate whose first language is **not** English may have the *Record of Teaching Practice* translated into English, but the responsibility for arranging such translation and any related costs, rests solely with the candidate.
- Both the original in the candidate's own language and a copy of the English translation must be submitted for the assessment. (2 copies of the English translation are required if documents are submitted via postal services)
- The *Record of Teaching Practice* will **only** be assessed on **content**.
It will **not** be assessed on use of language, grammar or style.

Dances permitted for inclusion in the Detailed Review section of The Record of Teaching Practice

Dances in any of the books of dances published by RSCDS Headquarters are permitted with the following exceptions:

Those dances appearing in the following books~

The Border Book

Dances to Song Tunes

Imperial Book 1-3

Kandahar Reel

MacNab books

Perth 800

A Guide to SC Dancing (Formerly named Collins Pocket Reference) unless appearing in another RSCDS Headquarters publication, which is not on the non permitted list above.

(Ruling E&T committee 29th Nov. 2014)

Non-RSCDS dances must not be included in the Detailed Review covering the six hours of lesson plans.

(Decision of E&T committee Nov. 2014)

Procedure for submission directly to RSCDS headquarters

Each candidate is required to submit for the assessment the following documents:

- [i] X4 – Checklist for candidates
- [ii] the *Record of Teaching Practice*
- [iii] Cover Sheet (X4-10)
- [iv] Mentor’s Confirmation (X4-11)

It is strongly advised that electronic submissions are in pdf format.

If submitted via postal services then a copy of **each document** is also required.

Candidates should send the documents, along with the appropriate fee, **electronically or by recorded/registered delivery DIRECTLY** to reach Headquarters **no later than six months** in advance of the proposed date of the examination for Unit 5.

Appendix A

Guidance for Candidates on Preparing the Detailed Review for the *Record of Teaching Practice* in Unit 4

This is not as difficult as you think!

1. Find a class to teach:
 - could be an existing class or classes
 - could be a group of dancers in your own home
2. Write out plans for 6 hours of teaching including:
 - aims
 - teaching points
 - choice of music
3. Teach the lessons you have planned
4. Write down after each class:
 - what worked
 - what didn't work (This includes the choice of music)
 - why it didn't work
 - what you would change if you tried the lesson again
5. Write the detailed review

Continued on page 4

The Detailed Review in the *Record of Teaching Practice*

The aim of the detailed review is to demonstrate understanding of the elements of the teaching process, the ability to plan and implement a progressive programme of teaching lessons (building from the known to the unknown), and capacity for self-evaluation as a teacher. The detailed review should include:

1. Introduction

The candidate should write a short general introduction setting the context and background of the lessons. This will include:

- level of class
- number of dancers
- range of ability within each class group
- source of music for each class
- features common to all lessons such as warm ups and cool downs

2. Details of teaching including:

Outline lesson plans for each lesson (narrative or tabular. See Appendix E of the Syllabus) including:

- aims of the lesson
- teaching points for each stage of the lesson
- description of music used for each stage of the lesson

Please note that only dances published by the RSCDS should be included in the detailed review.
(See page 2)

The date, time and duration of each lesson in the detailed review should be clearly stated.

Assessment of each lesson should indicate

- how closely the plan was followed
- how the numbers in the class were managed
- how dancers of different levels within the same group were encouraged to achieve the objectives
- comments on the progress of the lesson
- what influenced any change to the original plan
- whether the class appears to have made progress.

3. Review of the Music

musician playing

- candidates should describe the instructions given to the musician
- how these were followed

recorded music

- candidates should describe the criteria for choice of track and CD or tape used

4. Self evaluation

Candidates should show that they have considered the following questions about their teaching.

- what are my main strengths and weaknesses?
- what improvements can I make to my teaching?
- specifically, what skills have I developed or improved since passing Teaching Certificate Part 1?