

**TEACHING CERTIFICATE PART 2 – UNIT 4: TEACHING PRACTICE
COVER 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.)

Membership number:

Name of Candidate:

Branch:

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 these 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.

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. The documents may be submitted electronically. Pdf format is advised.

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)

Please send the above documents **with the appropriate fee***, **by recorded/registered delivery**, or by email to reach: The Examinations Officer, RSCDS, 12 Coates Crescent, EDINBURGH, EH3 7AF, **no later than 6 months** before the date of the examination for Unit 5. Email - examhelp@rscds.org

Examination Fee – Please send a cheque payable to RSCDS or phone 0131 225 3854 to make a credit / debit card payment. Alternative forms of payment are available, including PayPal and bank transfer, please contact us for details. 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 photo attached.