



Certificate of Teaching

Handbook

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1) Introduction

The Certificate of Teaching is a course of study and assessment that has been developed by the Education Committee of the World Dance Organisation. The aim of the program is to assist Amateur Teachers in developing the skills required to successfully commence their career as a Teacher of Dance in their genre of choice. Areas of knowledge and skills considered necessary for successful development of students involved in, or intending to become involved in, competitive dance. This program is not intended to replace traditional 'teacher qualifications' required for accreditation by other dance organisations but rather to compliment such qualifications.

2) Overview

This course has been divided into four areas of study as follows:

a) Practical Performance

Modelling is the most significant method of teaching in a performance-based art or sport and it is therefore considered important that the teacher/coach be able to demonstrate the dance figures being taught at a high standard. It is accepted that each person will have varying levels of skill however the demonstration of figures should be accurate in poise, alignment, footwork, timing, body movement and positioning.

The figures selected for demonstration at the Certificate of Teaching level are figures considered appropriate for Bronze Level competition.

b) Theoretical Knowledge

Verbal explanation is also a successful teaching method, and the teacher/coach should have an accurate understanding of the fundamentals related to the figures being taught in order to be able to accurately impart this knowledge to students as appropriate. Required theoretical knowledge will include descriptions of the choreography demonstrated in the practical performance, Precedes and Follows, poise, alignment, footwork, timing, body movement and positioning, partnering techniques, basic music analysis and amounts of turn involved in execution of the syllabus figures.

c) Teaching Knowledge and Skills

It is expected that teachers/coaches have an understanding of the knowledge that underpins quality dance performance as well as teaching skills involved in successfully imparting knowledge to others. Successful teaching involves setting a quality foundation for the student's further development. It also involves an understanding of various teaching methods appropriate to the student's age, physical ability, cognitive ability, preferred learning style, emotional readiness and maturity.

d) Customer Service and Legal Requirements

The teacher/student relationship is one that brings responsibilities of an ethical and legal nature as well as generally accepted customer service responsibilities. This aim is to bring such responsibilities to the attention of the beginning teacher and/or direct them to the appropriate information relevant to the country in which they reside.

3) Enrolment Process

Members of WDO who are interested in accessing course material for the WDO Certificate of Teaching should contact the WDO Education Committee at education@worlddanceorganisation.com

Following this initial contact, course fees will be organised and a password issued allowing access to information, on the WDO website. All course material and an explanation of the assessment process will be made available online.

4) Study Method

The course material is divided into the four areas of study.

- i) **Practical Performance** will include
 - A list of syllabus figures to be studied
 - Suggested references

- ii) **Theoretical Knowledge** will include
 - An explanation of technical terms
 - Syllabus figure descriptions
 - General information related to teaching syllabus figures.

- iii) **Teaching Knowledge and Skills** will include
 - Teaching and learning theory study guide
 - Guidance on how to cater for physical and psychological difference in students
 - Age appropriate teaching methods

- iv) **Customer Service and Legal Requirements** will include
 - Tips on etiquette in the studio environment
 - Information on laws related to students under 18 years old
 - Information on insurance liability and legal responsibilities in the workplace
 - Examples of national body rules relating to instructors/teachers
 - Creating a safe environment for students and colleagues
 - Data security and media usage requirements

5) Certificate of Teaching Competency Assessment Procedure

When all study has been completed the candidate should apply to education@worlddanceorganisation.com requesting an online appointment for assessment. An assessor will be allocated and he/she will contact the candidate and arrange an appointment for online assessment. It is anticipated that the assessment will take approximately one and a quarter hours and proceed as follows -

Competency is expected in three areas of knowledge and skills

- practical performance
- theoretical knowledge
- teaching knowledge and skills

a) Practical Performance Assessment

Candidates are required to demonstrate, without music, each of the five dances of the genre being assessed.

- 8 Bars should be performed solo as leader and then as follower.
- These bars should be counted aloud in beats and bars.

The WDO assessor will mark the candidate in each dance. Candidates must receive an assessment of 65% or above in each of the demonstrations in order to be considered 'competent' in the practical section of this assessment.

b) Theoretical Knowledge Assessment

Candidates should be prepared to demonstrate an understanding of technical terms in response to questions presented.

Candidates should be prepared to describe the following in each variation prescribed in the 'Syllabus' should they be asked.

- poise (position of the body in relation to the feet)
- hold (body, arm and hand positions in relation to partner)
- timing (beat values per step)
- tempo (speed of music)
- alignment positions (direction of feet in relation to the dance space)
- complete amount of turn from start to finish of any figure within the syllabus e.g. commence and end facing LOD. (Amounts of turn from one step to the next is not required.)
- footwork (the part of the foot in contact with the floor at any time)
- CBM, CBMP (Contra Body Movement and Contra Body Movement Position) - Body action (e.g. sway, hip action)

After each dance the assessor will present to the candidate three questions from the 'dance specific question bank'. After the practical demonstration the assessor will present to the candidate five questions from the 'general question bank'. The candidate will be expected to score above 65% on all questions to be considered competent in this section of the assessment.

c) Teaching Knowledge and Skills Assessment

A basic understanding of following topics is required:

- teaching techniques suitable for beginners
- practical exercises to facilitate the acquisition of syllabus figures - catering for physical and psychological difference in students.
- physical ability related to Dance movement at the beginner level
- music structure
- partnering techniques

The assessor will discuss with the candidate various aspects of teaching and learning relevant to the teaching of beginners. It is expected that this section of the assessment demonstrates that the candidate has an understanding and appreciation of teaching and learning knowledge and skills applicable for successful teaching at this level. The candidate will be expected to score above 65% on questions presented in order to be considered competent in the teaching skills section of this assessment.

d) Customer Service and Legal Requirements

Understanding of the responsibilities of the instructor/student relationship should be a priority but will not be assessed. For example:

- relevant laws related to students under 16 years old
- insurance liability
- rules of the candidate's national body relating to instructors
- characteristics of a 'safe workplace' environment
- Safe Dance Practice Principles

6) Overall Competency:

The candidate is expected to demonstrate competence in all aspects of the assessment in order to be considered successful in achieving the Certificate of Teaching. If the candidate is unsuccessful in proving their competency in one or more of the required areas of study they may apply for a repeat assessment of the competencies required one month after the initial assessment. They are required to recommence the assessment procedure as documented however they will not be reassessed in the areas in which they have been able to prove competence. This process will be available free of charge up until one year following the initial assessment.

