

ACS Dance



**ACS DANCE TEACHER
TRAINING**

Awarding body the "ISTD"

01708 783576

www.acsdanceteachertraining.co.uk

Mission Statement

-To provide, flexible, high quality tuition across a range of dance teacher training faculties based on the ISTD examination board syllabus.

-To create a friendly, caring atmosphere, nurturing the individuality of each student and encouraging him or her to reach their full potential.

- To provide the highest calibre of staff members, highly skilled, trained and motivated in their chosen dance fields, with a thorough knowledge of child development and current dance teaching practices.

-To inspire the teachers of tomorrow to be well rounded, confident individuals with a passion for their art, a thirst for knowledge and their own continual professional development.

The History

Anthony Clifford Studios was founded in 1994 by husband and wife team and ex-professional dancers, Mark Anthony and Diana Clifford. From its small beginning with just a dozen students in classes dotted around the Romford area, the school quickly grew and combined with two other schools along the way (Cooks Dance School in 1996 and Elizabeth Reed's in 1998) The Studios now offer tuition in no fewer than eight dance genre plus drama and singing. Their own multi-studio complex was purchased in 2005, and has four studios. In 2014 we gained charitable status and became ACS Dance Centre, a CIO and centre for excellence encouraging everyone, both young and old to know the joy that is learning to dance! ACS has a long tradition in teacher training and has trained many of it's current children's school staff as well as sending graduates out into performing and teaching careers (*see Alumni*). As one of the first ISTD Approved Dance Centres in the country we cover all units of the teacher training qualification, both for new students, who may take the whole course or to existing semi-qualified teachers and ex-professional dancers updating their qualifications and completing their remaining units of DDI, DDE or beyond. As one of the only colleges in the country to offer this qualification in this format, we have both local students and others travelling to us from many parts of the country e.g. Kent, Surrey, Hertfordshire and Suffolk with even a few visiting overseas students from Ireland, The Netherlands, Cyprus and Italy! ACS also offer coaching in the higher status exams such as Licentiate and Fellowship and can advise on the level 6 pedagogy qualifications.

The ISTD's level 4 teaching qualifications (DDIE) are available here in the following genre:

Tap, Modern, Imperial Ballet, Latin-American, Ballroom and Disco Freestyle. Licentiate and fellowship also available.

Dancesport still have the option of the Associate exam if suitable.

The ACS Teacher Training Course

Is the Course for me?

If you have an extensive dance background, and a passion to pass this on to the next generation, then, yes! The course is studied over a minimum 18 months to 2 years Part-time and is very adaptable. You will need to work hard and absorb all kinds of new information, both physically and mentally, but it is an interesting and engaging course and you will hopefully grow as a dancer, not just as a teacher during your time with us. The course is suitable for students over a wide age range whether going into year 12/13 at age 16/17, or alternatively the course is equally suitable for more mature students of 18 plus or professional dancers retiring from performing or competitive careers 25 plus, who have already attended full-time dance training. The college promotes diversity and equality and we welcome applications from students of all ages, ethnic and social backgrounds. Those without ISTD dance experience can apply for and will audition to show capability to pass Intermediate standard dance exam or higher in your chosen genres as this is essential for the teaching qualification.

The Courses

ACS Professional Theatre Faculty teaching Course

You will learn to be the best teacher that you can be. Theatre dancers will study not only practical dance subjects such as Ballet, Modern, Tap, but the ISTD syllabus of your chosen genre from primary to Intermediate, covering teaching points, build-ups, analysis of movement, choreography, analysis of teaching methods and adaptation of movements and training exercises for different physiques, genders and age groups. In addition there are theory contextual studies units learnt from a distance learning tutor. Subjects include: nutrition, hydration, first aid, injury prevention and management, Policies and legal aspects of becoming a dance teacher, lifespan development of the brain and psychology of learning plus risk assessments, safeguarding and health and safety. Observation of teachers, assisting and teaching practice units are also a vital element to the course, with reflective comments made by the student on their own progress. Most learning takes place in regular week-day classes either one morning per genre or one evening per genre and tutorials take place via skype at your convenience, with your own home study and preparation expected in addition. Periodic assessments, tutorials and “exam mocks” take place with individual feedback given after each session. Tutors will help you reflect and grow as a teacher, assess your progress and mentor and help you to set new goals, helping you gain in confidence and performance. One genre, or multiple genres can be studied simultaneously depending on how many hours you are able to study per week. Many of our students work as teachers or student teachers alongside their studies, which helps them fund their course.

Imperial Ballet, Tap /or Modern: Level 4 ISTD Diploma in Dance Education DDE

- Observing, Assisting and teaching Assessment of your own teaching with tutorials and final external exam in one genre
- Intermediate Dance course and practical dance exam(s) in each chosen genre(s) (1 –1 ½ Hours)
- Health and Safety course plus online Exam
- Lifespan course and Computer online Exam
- Practical Teaching course and teaching exam(s) in each chosen genre(s) (1 ½ Hours)

ACS Professional Dancesport teachers Course

Those seeking Professional training in Dancesport will instead study for their Associate ISTD qualifications either in small group classes when available or more regularly as private lessons. These usually take place as Part-time classes in the individual Dancesport disciplines of Ballroom, Latin-American, Alternative rhythms such as Salsa and Argentine Tango and Disco-freestyle and Rock ‘n Roll. Those wishing to expand into a comprehensive DDE course can tailor make a timetable with a cross

section of subjects to suit their background with complimentary subjects such as Pilates, Ballet and Jazz as well as theory DDE units to “Top –Up” their Associate to the full level 4 qualification. Once Associate is completed teachers may wish to go on to Licentiate and Fellowship, which enables them to adjudicate.

Disco Freestyle/Street Associate /Licentiate

This qualification enables you to teach and enter candidates in Disco-freestyle, Hip Hop, Street and various other “New” dance styles following the ISTD medal or grade test system. Disco-freestyle has evolved from the original Disco movement in the 1970’s, just as popular music has evolved. Learners analyse simple dance movements, study safe and effective dance practice, such as correct warm-up and cool-down, anatomy and physiology for dance, choreography and the structuring of dance movements and adaptation of training exercises and routines for different physiques, genders, ability levels and age groups. Associate Dancesport exams take place at the Studios with an external ISTD examiner. Once Associate is completed teachers may wish to go on to Licentiate and Fellowship.

Ballroom Associate/Licentiate

The course studies all the syllabus figures up to and including Bronze, for Associate or Silver, for Licentiate, in Waltz, Quickstep, Foxtrott and Tango, both in the “Leader” and the “Follower” roles. Your own dance standard in both roles is coached and brought up to exam demonstration standard (a partner is provided for the exam if required) you should be of at least gold level yourself before the course begins. You will learn to analyse foot positions, amounts of turn, leading, foot-work, rise and fall and the rhythm and characters of each dance. Help is given with voice production and counting rhythmically and the choreography and adaptation of syllabus figures depending on those that precede and follow them. Students are expected to assist “as man” in various adult classes to gain valuable teaching experience. Once the Associate exam is completed teachers may train and enter their own students for ISTD medal tests and grades. Viennese Waltz can be added as a separate Associate qualification. Associate Dancesport exams take place at the Studios with an external ISTD examiner. This is a 1 ½ hour exam.

Latin-American Associate/ Licentiate

The course studies all the syllabus figures up to and including Bronze, for Associate and Silver, for Licentiate, in Chachacha, Rumba, Samba, Jive and Paso Doble, both in the “Leader” and the “Follower” roles. Your own dance standard in both roles is coached and brought up to exam demonstration standard (a partner is provided for the exam if required). You will learn to analyse foot positions, amounts of turn, leading and arm movements, foot-work, rise and fall and the rhythm and characters of each dance. Help is given with voice production and counting rhythmically and the choreography and adaptation of syllabus figures depending on those that precede and follow them. Students are expected to assist “as man” in various adult classes to gain valuable teaching experience. Once the Associate exam is completed teachers may train and enter their own students for ISTD medal tests and grades. Alternative Rhythms such as the different styles of Salsa, Argentine Tango, Lindy Hop and Country and Western can be studied as additional subjects. Associate Dancesport exams take place at the Studios with an external ISTD examiner. This is a 1 and 3/4 hour exam.

ACS Advanced Dance Performance Course

For those more interested in studying advanced 1 and 2 level istd exams, licentiate, fellowship or require coaching particular grades or boys work , please call the office.

ACS Pre-vocational Dance Course (as from 2019)

A course for those without enough previous formal dance training to gain entry to a professional teaching or performance course. Usually suitable for those who decide late that dance, whether teaching or performing, is their chosen path, or those who were never given the opportunity to study recognised

dance exams. Students can study with us with tailor made timetable to help them reach a standard for vocational training.

Students for DDE are assessed during each term and each student is free to discuss their progress with their tutors at any time or in their scheduled tutorial. For theatre faculty specialists those that have not yet gained unit 3 Intermediate dance exams in their chosen genre(s) will study these or if requested their advanced 1 or 2. This is usually possible to take within term 2 or 3. For Dancesport specialists further dance technique classes are offered to improve dancing in both roles. Contextual studies classes or distance learning for Health and Safety and Lifespan Development and take place in term 1 with exams at the beginning of March. DDE practical unit 4 classes also commence immediately in Term 1, with the aim of completing this exam unit at the end of term 3, however students have regular mock exams each term with a tutorial to plot their progress after each mock so this is sometimes sooner or later. Lesson observations take place throughout the year as soon as the student has time to fit them in at a pace to suit the individual with help from tutors evaluating assisting and teaching techniques and methods. Both Theatre and Dancesport Students are also given opportunities to assist senior teachers or partner during classes in our associated school. Regular group tutorials and individual mentoring takes place helping Students begin to learn the key functional learning skills essential for their own time management in their future working life whether, independently or as part of a team. Mock teaching exams and assessments with students creating their own choreography also take place during term 2 with individual feedback given and followed -up. For observation and teaching practice an enhanced DBS Police check will be necessary.

We usually manage to find DDE Students paid work with outside schools around this time and continue with classes in their current dance genres at a higher level. Lifespan and Development studies are studied via distance learning during term 4 with examinations in term 5 or 6 and in addition observed teaching practice for DDE takes place with tutorials and assistance given on professional ethics, lesson planning, teaching methodology, self-assessment and reflection ready for their final videoed external teaching assessment during term 6 or 7. Help with career and business planning, plus legal requirements regarding Policies, Licences, Insurances and Tax is offered. Practical DDE classes take place throughout the year culminating in a practical exam in term 6 or 7.

Associate Dancesport exams in any further or remaining subjects may take place throughout the year.

What level are my exams credited at?

ISTD exams are accredited on the National Qualifications Framework (NQF) for England, Wales and Northern Ireland as shown below:

ISTD EXAM	GCF Level	Equivalent GNVQ For comparability	Credit Value
Intermediate	Level 3	GCSE A*-C	28 credits
Advanced 1	Level 4	Higher level qualification	33 credits
Advanced 2	Level 4	Higher level qualification	38 credits
Diploma in Dance Education (DDE)	Level 4	First Year Degree	110 credits
Associate is currently not accredited			

NB- Each separate unit of DDE also has it's own stand alone credit value and Intermediate exams have UCAS points up to 65

Studio Facilities

Our main building has four purpose built studios. Each has a fully sprung hardwood dance floor, barres and mirrors; there is also ample changing facilities, office, kitchen and dancewear shop. The studios are named after famous dancers, The Astaire and Bussell studios are downstairs, The Alex Moore and Fosse are upstairs. Parking during the day is either in our car park or on our front or in neighbouring Kings Road on our extra forecourt or there is street parking in Park lane or Romford town centre car parks. (Please ask for details and a parking map)

Location

The studios are located very near to the centre of Romford. Romford is a busy commuter town 15-20 minutes train ride from London Liverpool Street. For those commuting by train we are within a four-minute walk from Romford station and we are on the new Cross rail Elizabeth Line. There are also many buses serving each end of Albert road, in Victoria Road and Brentwood Road. Romford is also easily accessed by car via the A127, A12, A13 and M25.

Insurance and Health Care

We advise all students wishing to train and make dance teaching their career, to take out private medical insurance immediately while young and still fit! This should include cover of physiotherapy and treatment of physical injuries as well as covering London specialists. A dance teacher is not paid if sick or injured and it is vital that a teacher can arrange hospital appointments for their own convenience rather than waiting on an NHS list. We can recommend certain physios and consultants, who have a knowledge of dancers. (please ask Diana direct)

We also recommend a good public liability and income protection policy and suggest cover for jury service be included, as again this can bring financial hardship if called to serve.

How to Apply

Candidates should have reached the age of at least 16 years or older within the year they commence study although certain units may not be taken until age 18 at the end of their course. Just fill in our enrolment form and enclose this with your photograph and audition fee (if applicable).

Suitable candidates will be asked to attend an informal audition and interview at a mutually convenient time or join in with an existing class. **Candidates may sometimes just need to interview and not audition, if they are ex-professional dancers/competitors with proven C.V's and are at Advanced 1 or 2 level with their ISTD exams.** Most course entrants commence in September, however we do also accept candidates mid way through the year at the start of each new term. Ex-professional dancers and mature candidates are always welcome to apply.

What happens next?

After your audition if applicable, you will be informed either immediately in your interview or within one week in writing of the outcome. If accepted onto the course we will also then need our registration fee, copies of any Intermediate/Advanced 1 or other certificates such as degrees, Trinity diplomas etc. and a cheque made payable to the ISTD for their registration . If you already have a portfolio at a previous centre then you will need to ask them to send this to us www.anthonycliffordstudios.co.uk or www.istd.org

Candidates would sign their learning agreement at this time.

What our previous Learners say.

“I think Anthony Clifford’s offer exceptional teacher training for students and teachers of varying experience and training” - Rebecca Fowler

“Your school is an inspiration” - Clare Fenton

“Being able to complete my Advanced 2 here is an extra bonus as it’s so hard to find this class at other studios! Vivienne Saxton is truly an inspiring teacher and having a regular pianist is an absolute treat”
- Melanie Kay

TEACHING FACULTY

- Miss Diana Clifford CDE FISTD tutor modern, Tap and Health and Safety (Principal)
- Miss Jackie Barnes Cert Ed, FISTD, Examiner Modern & Tap, Modern Faculty Committee member.
Observation/assisting/teaching practice tutor
- Mark Anthony CDE LISTD Head of Boys Work modern and jazz tutor
- Helen Steggles FISTD examiner, Imperial Ballet committee member
- Miss Joanne Wix ASTD Dip, DDI
- Miss Natalie Lane LISTD
- Miss Debbie Clark FISTD
- Mr Charles Richman FISTD, Club dance Committee member
- Miss Katie Welch FDI LISTD
- Hayley Challiner Lifespan & Development / Health and Safety

Guest Tutors- Licentiate and Fellowship coaching

- Miss Vivienne Saxton MA Dip RBS (TTC) ARAD (Adv) & Examiner FISTD Chairman of the Imperial Ballet Committee
- Miss Jackie Barnes Cert Ed, FISTD, Examiner Modern & Tap, Modern Faculty Committee member.

Alumni

Ricky Morrell-	Bird College-Footloose UK Tour, Sleeping Beauty-Glasgow, Ray Quinn- Backing Dancer UK Tour
Andrew Parrish-	Bird College- Royal Caribbean Cruises, Royal Variety Show
Holly Clare-	Stella Mann College- Thompson Cruises, Costa Cruises
Vicky Ford-	Stella Mann College- Euro Disney, Trade shows, teaching
Leanne Rowe-	Laine Theatre Arts- Lead “Baby” in “Dirty Dancing”, Film- Roman Polanski’s “Oliver Twist” - “Nancy”, “May” in BBC’s series “Lilies”, Film “Boudicca” Boudicca’s daughter, Film, “Jayne Ayre”
Collette Fraser-	London school of Musical Theatre- Beth in “little Women” Theatre Royal Drury Lane, west end, Brenda Blyth Teen detective west End various T.I.E projects and tours
Glenn Stavers-	Performers College- DDE modern teaching choreography, running a dance teaching agency
Danielle Henderson-	Urdang – Disneyland Paris
Hannah Cameron	Trinity Laban- member of “Transitions” Dance Company
Jackie Siddons-	Elmhurst- teaching

Esther Green-	Arts Educational- Cruises, trade shows, teaching
Joanne Wix-	FDI Associate Diploma Ballet, tap, modern teaching
Emily Squibb	Laine Theatre Arts- DDI Tap and Modern teaching- cover to lead- Andrew Lloyd Webber's
"Stephen Ward" West End	(original cast) , Made In Dagenham (original cast) Kis Me Kate, Young Frankenstein West end
Jenni Blow	Laine Theatre Arts
Lois Holmes-	CPA Ltd
Dean Coulson-	Mountview- acting, teaching
Katie Welch-	DDI Modern/ tap ,Licentiate Disco teaching
Natalie Lane-	Backing singer , tribute artist for Shania Twain and Kylie Minogue, DDI DDE Tap Modern teaching
Sarah Iddiols-	DDI Associate Ballet teaching
Jessica Smart-	DDI DDE Licentiate Modern and Tap teaching
Sally Haley-	Associate Ballroom and Latin- Teaching own school
Amy Pedder-	Associate Ballroom Latin teaching in Yorkshire
Melissa Hussey-	Associate Disco Teaching QTS
Georgia Hussey-	Associate Disco DDI Modern Teaching
Katherine Thacker	Associate Disco DDI Modern, DDI Ballet, Teaching
Julie Young-	Associate Ballroom, Latin Teaching
Emma Wilson-	DDI Ballet teaching, Angelina Ballerina Tour
Katie Ventress	DDE Modern Ballet DDI Tap teaching
Caroline Doolin-	DDE Tap, Modern teaching
Rebecca Fowler-	DDE Modern DDI Tap teaching
Amanda Wallsgrave-	DDE Modern Tap teaching
Joanne Haynes-	DDE Modern Tap teaching
Clare Fenton-	DDE Modern Tap teaching
Sarah Christie-	DDE Tap Licentiate Tap teaching
Katherine Hill-	DDE Ballet Modern Tap teaching
Melanie Kay-	DDI Ballet Modern teaching
Emily Cardno-	DDI Modern Ballet teaching
Rebecca Hood-	DDE Ballet teaching
Emma Felton-	DDE tap Modern teaching
Charlotte Higgs-	DDI Ballet teaching
Stephanie Holden-	DDI modern Tap teaching
Chloe Drew-	DDI modern Ballet teaching
Janine Koznick-	DDE ballet teaching
Finoulla Power-	DDE Ballet teaching Ireland
Gemma Grant-	DDI Ballet teaching Ireland
Kerry Stone-	DDE Ballet Modern Modern teaching
Nicole Carman-	DDE Modern Ballet teaching
Kella Panyay	DDE Modern Teaching
Katie Robinson	
Despina Kefaldi	
Laurelle Gallimore	
Kelly May	
Rebecca Christer	
Victoria Bishop	
Abigail Everette	
Abi Leonard	
Aniko Solti	
Holly Magill	
Kerry Stone	
Nicole Leigh	
Jade Egan	
Jo D'uninville	
Paula Cabral	

Teacher Training Vocational Timetable from 4th September 2017

MONDAYS			
Bussell Studio		Astaire Studio	
9.00-11.00am	DDE Modern (Year 2 class)		
11.00-1.00pm	DDI Modern (Year 1 class)		
6.15-8.00pm	DDE Tap (Year 1 & 2)	8.30-9.30pm	Intermediate Tap
TUESDAYS			
Astaire Studio		Bussell Studio	
9.00-11.00am	DDE Tap (Year 1 & 2)		
		11.00am-12.30pm	Adv 2 Ballet exam class
		7.00-8.30pm	Inter & Adv 1 Ballet
WEDNESDAYS			
Bussell Studio		Astaire Studio	
9.00am-1.00	Private coaching on adv 1 or adv 2 modern, adv 1 or adv 2 tap Boys ballet (inter /adv 1/adv 2)		
3.30-4.45pm	Adv 1 Ballet exam Class		
7.45-9.15pm	Inter Ballet exam Class		
THURSDAYS			
Bussell Studio		Astaire Studio	
8.30am-10.00am	Adv 1 & 2 Ballet (freework)	9.00-10.30am	Inter Modern (private lesson)
10.15-12.00pm	DDE Ballet (year 2)	10.30-12.00pm	Inter Ballet Regular Class
12.15-2.00pm	DDI Ballet (DDE year 2)		
3.30-4.30pm	Adv 1 Modern Regular Class		
5.15-6.15pm	Inter Modern Regular Class		
6.15-7.45pm	DDE Modern year 2		
7.45-9.15pm	DDE Modern year 1		
FRIDAYS			
Fosse Studio		Astaire Studio	
10.30am	Licentiate/fellowship Private coaching available please enquire.		

FEES LIST (current until July 2018)

The ACS Dance Teacher Training Course

Part time Course

DDI and DDE Classes (per unit and paid half termly or termly)

NB- no Refunds given, one term's notice of cancellation of course required or a full term's fee due.

Inter Tap or Modern Intermediate class unit 3
- £18 per week, paid half/termly per 6 weeks

Inter/Adv1/Adv2 Imperial Ballet Intermediate class unit 3
- £26 per week,

DDE Modern, Tap or Ballet dance practical class unit 4
- £36 per week, paid half/termly per 6 weeks

STUDENT/ ASSOCIATE Disco / Ballroom /Latin please enquire Private lessons £45 per hour

Licentiate & Vocational Syllabus unit Classes –Advanced 1 to Advanced 2

Adv 1 and Adv 2 ballet classes payable on a weekly basis £26 per week, group pr £40 private lesson

Licentiate, adv1/adv2 modern or tap shared private lessons, payable weekly approx £18-£26 per class

Additional Dance practical Professional Private Lessons

Private lessons for practical dance subjects unit 3 or 4 (dance practice in studio) £40, paid cash on day, 48 hours notice of cancellation please or full fee is charged.

DDE Unit 1 Your Responsibilities as a dance teacher (Health & Safety)

Study of the syllabus and task homeworks, plus an online exam

DDE Unit 2 Observing, Assisting and Teaching practice Tutorials

Tutorials for Units 1 of DDI or Units 1 & 2 of DDE are booked by arrangement with the tutor. £20 per half hour, (£25 in 2016) Your tutor requires 48 hours notice of cancellation please or full fees will be due. Please note travel expenses are applicable for DDE if the tutor is travelling to your school. Some tutorials can be done on skype or via video

DDE Unit 3 Intermediate Dance exam

Practical weekly dance classes over 2-3 terms and the exam

DDE Unit 4 Dance Practice exam (this one exam replaces the old unit 1 DDI and DDE)

Practical weekly dance classes over 3-8 terms depending on your prior knowledge base, and a final exam. You will have regular assessments throughout your course to track your progress.

DDE Unit 5 Social Emotional and Cognitive Development (previously Lifespan Development and learning in Dance)

The study of the text and syllabus for Lifespan with task homework and an online exam

Set books for unit 1 and 5 are available from ISTD, www.istd.org sales

Payment Conditions

- If any half termly fees are still outstanding. After 2 weeks of the start of the invoice then **a £10.00 penalty fee is added or loss of discount whichever is greater.** If more than 2 months outstanding we shall assume you do not wish to continue at the College. Unless you contact us to discuss any problems. ***Please note we need a term's notice if you wish to leave or drop classes or full fees are payable NO REFUNDS. it is assumed that once unit 3 is completed you automatically continue into the second year with DDE level 4 units.***

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ISTD EXAM UNIT PRICE LIST - (we await the istd new prices)

Please note the ISTD may increase their exam fees next year

POLICIES

Equal Opportunities Policy

The ACS Dance Centre actively promotes equal opportunities in all aspects of its work and seeks to prevent discrimination against any individual or group within the Centre, on the grounds of racial/ethnic heritage, religious and political belief, socio-economic and marital status, physical attributes, disablement, gender, sexual orientation and age.

Disabilities Policy

The ACS Dance Centre recognises that it has clear obligations towards all its learners to ensure that they are all afforded the opportunity to realise their full potential.

The ACS Dance Centre tries to anticipate the needs of all learners who join with a disability, or special need, or who become impaired during their course of study. The aim is that no one should be disadvantaged in any way.

If learners have impairment, or have special requirements, they are encouraged to inform us as soon as possible (usually on the application form). We rely on the parent/student to tell us what is needed. This will give us time to check that we can meet particular needs or, if not, make sure that suitable provision is in place by the time that students arrive. If a learner is being considered for examination entry we reserve the right to submit their details to the relevant ISTD dance faculty for further consideration. This may apply to dyslexic pupils etc. This policy also embraces the Disability Discrimination Act 1995.

Child and Vulnerable Adults Protection policy

The ACS Dance Centre has a duty of care to safeguard all children from harm whilst involved in tuition, practice and performance DURING THE TIME THEY ARE IN CLASS UNDER SUPERVISION.

The ACS Child Protection Policy is to follow good practice guidelines from relevant bodies, including Government, English Amateur Dancesport Association (EADA), Child Protection in Sport Unit (CPSU), Local Education Authorities (LEAs).

These guidelines cover physical injury; sexual abuse, emotional abuse and staff are made aware of their responsibilities, which include avoiding unnecessary physical contact and/or private or unobserved situations. (full policy available on request or see EADA website). If you as part of your studies assist in classes here then we would require a CRB check to be carried out.

Health and Safety Policy

The ACS Dance Centre aims to keep the working environment of the studios and office clean, tidy and free from Hazards. Our teachers endeavour to conduct dance classes in a safe and proper manner encouraging good warm-up and cool-down practices and supplementing the syllabus exercises by keeping abreast of the most up to date thinking in dance/sports medicine. We operate a "No Smoking" Policy throughout premises and carry out regular fire risk assessments and fire drills. Facilities provided and maintained include

- Sprung hardwood flooring
- Separate male and female Changing, washing and toilet facilities
- First Aid facilities with recording on any accidents in a book and RIDDOR
- Records kept on premises of Contact details (Name & Address) of Students, Teachers and supervisory staff, CRB checked staff
- Evacuation procedures with regular drills
- Regularly serviced fire extinguishers and heaters and PAT tested portable equipment.
- Safety notices displayed with current insurances in place

Data Protection

The ACS Dance Centre keeps records of learners on a computer database for the purpose of efficiency and consistency of administration. Records are kept only for the following purposes and can be viewed by you at any time. Records are not kept once you have left the Centre.

- Class and exam administration
- Accounts and records and history of payments
- To inform examining board should learners wish to take ISTD exams

Complaints Procedure

Any complaints against the centre are taken very seriously, ACS endorse the learner's right to complaint.

All complaints should be made in writing to the principal or most relevant member of staff within 14 days of the incident or if regarding the principal to Mr Lunn, company Director where it will be recorded into the Complaints and Appeals logbook. The complainant or member of staff may request a meeting to discuss the complaint in detail and seek a resolution with the relevant person(s). A written response will be sent to the complainant within 10 working days of receipt of such a complaint to acknowledge the complaint including details of any remedial action to be taken if applicable. Notes of any meeting(s) will be recorded in the complaints and Appeals logbook and communicated in the final response to the complainant. Please note that anonymous complaints cannot be processed.

Appeal stage 1

If the complainant remains dissatisfied following the response issued during stage 1, they may appeal against the decision. The appeal should be made in writing to the principal/director of the school, who will investigate the original complaint, reviewing the decisions and responses made during stage 1 and any further evidence which is presented. Meeting(s) and or remedial action may be required as per stage 1. The outcome of the investigation will be recorded in the Complaints and Appeals logbook, and written response will be issued to the complainant within 15 working days of the appeal.

Appeal stage 2

If the complainant remains dissatisfied following the response issued at the initial appeal stage, the complainant may further their complaint directly to the Istd. Please note that stages 1 and 2 must be completed prior to a complaint being made to the Istd. The complainant should write to the address or email address below, including full details of the original complaint and each response given by the ADC. The Istd will determine the most appropriate course of action in light of the evidence presented.

Customer Services and Quality Assurance Dept

Imperial Society of Teachers of Dancing

22-26 Paul Street

London

EC2A 4QE

Tel/ 0207 377 1577

Email: complaints@istd.org

HOW TO FIND US

By Car

Directions: **Anthony Clifford Studios, 66 Albert Road, Romford RM1 2PP**

Take M25 to junction 28 or 29, Take A12 or A127 towards London/Romford all the way to **Gallows Corner** roundabout

Take first left (A118) "Main Road" towards Town centre, Take first left at lights, "Upper Brentwood Road"

Continue along Brentwood Rd, over mini roundabout to large roundabout, "The Drill Pub" , Take Third exit at "The Drill" (still Brentwood Rd), Continue to mini roundabout , Turn right (Durham Arms Pub) this is Albert Road

The Studios are half way down on left, please note Albert Road is one way so if you pass us you will need to turn right and go around the block!

By Public Transport.

Train

The studios are also a **5 minute walk from Romford mainline station.**

Trains go out of Liverpool Street and take around 20-25 minutes from there 15 minutes from Stratford.

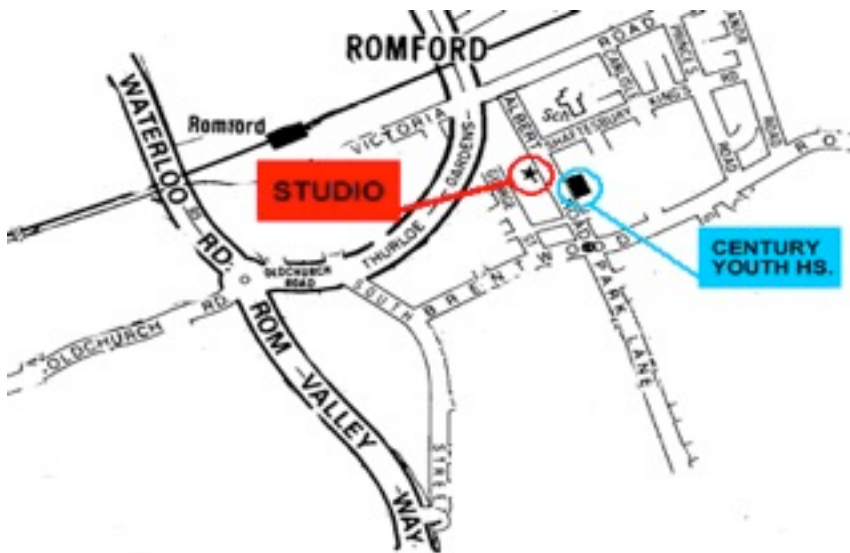
On leaving Romford Station, turn right and then immediately left into Victoria Road. Follow road down and across traffic lights .

Take next right into Albert Road (at Queen Victoria Pub)

The studio is half way down on Right,

Buses

No.'s 165, 193, 294, 370, 373, 496, No.'s 87, 103, 128, 499, 175, 247, 500, 365, 252, 248,



ACS APPLICATION FORM

NAME: _____

ADDRESS _____

POSTCODE _____ EMAIL _____

TELEPHONE NO. _____ MOBILE _____

DATE OF BIRTH ___/___/___ AGE _____ HEIGHT _____ WEIGHT _____

ID check (**your driving Licence no.** this is the long number starting with first few letters of your surname) **Or your current passport number.** _____

White(British), White (Irish), White other, Black-Caribbean, Black- African, Black – other, Indian, Pakistani, Bangladeshi, Chinese, any other ethnic origin, White/Caribbean, White/African, White/Asian, any other mixed background, prefer not to say

ISTD PIN NUMBER IF KNOWN _____ ULN _____ ISTD MEMBERSHIP NO. _____

NAME OF CURRENT/PREVIOUS DANCE SCHOOL/COLLEGE AND DATES ATTENDED _____

Which Course would you like to apply for?

1- ACS Theatre Dance Teaching Course DDI / DDE in which genre?

2- ACS Dancesport Teaching Course Associate in which genres?

3- Licentiate / Fellowship coaching

Are you interested in a possible scholarship application Yes/No

Where did you hear about us?

Have you completed any teaching qualifications or units already? yes/no

IF YES PLEASE LIST BELOW

EXAM LEVEL	GENRE/unit Ballet/Tap/Mod Ballroom/Disco	DATE OF EXAM	EXAMINER & Society (ISTD, RAD, BBO)	RESULT
Inter Found – (old pre ele)				
Intermediate – (old elementary)				
Advanced 1 – (old intermediate)				
Advanced 2 – (old advanced)				
Associate –				
Associate Diploma				
DDI / DDE				
Highest Medal Taken (Dancesport)				
OTHER (e.g. Trinity Diploma)				

If you already have some DDI/DDE units, which units do you still wish to study here?

DDI (level 3).....DDE (level 4).....

PLEASE STATE ANY VOCATIONAL GRADED EXAMINATION YOU ARE DUE TO TAKE WITHIN THE NEXT 6 MONTHS

ACADEMIC QUALIFICATIONS GAINED AND RESULT (please state if predicted grade) (GCSE, etc)

HAVE YOU ANY ONGOING MEDICAL CONDITIONS e.g. asthma, diabetes, hearing difficulties, epilepsy, dyslexia etc. for which you will need special examination requirements?

Please provide written proof if possible e.g. doctor's certificate/letter, report from dyslexia institute etc.

HAVE YOU HAD OR STILL HAVE ANY SERIOUS ILLNESSES, MAJOR INJURIES, OPERATIONS, OR BROKEN BONES IN THE LAST 3 YEARS?

FOR WHICH UNITS (DDI/DDE) AND IN WHICH GENRE DO YOU WISH TO ENROLE?

(please state whether full teacher training course or as a part-time private student, see prospectus)

Will you be undertaking lesson observations here? Yes / No

(If no then please state the name of another school)

NAME OF SCHOOL PRINCIPAL ADDRESS TELEPHONE NO.

How will you be funding your training?

For private students, would you prefer to pay monthly or termly?

How soon would you wish to start?

PLEASE WRITE BELOW YOUR PERSONAL STATEMENT " WHY YOU WISH TO BECOME A . DANCER / DANCE TEACHER" – (not applicable to ex- professional dancers unless you wish to complete this)

- Where did you hear about our course/college ?

ISTD website / ISTD DANCE magazine / your teacher / google / Stage / Dancing Times / Moveit /other

WITH THIS FORM PLEASE ENCLOSE THE FOLLOWING:

1- A HEAD AND SHOULDERS PHOTOGRAPH, copy of driving licence, student id card or passport to verify ID for examination entries to all istd exams

2- COPIES OF YOUR ISTD DANCE CERTIFICATES / REPORTS (if Applicable) Inter/Adv1 /Adv2

3-ISTD registration fee and form when enrolment takes place (payable to istd)on acceptance £35

4-ACS Registration fee for ISTD/Centre expenses £45 (payable ACS Dance centre) on acceptance

I DECLARE THAT THE INFORMATION GIVEN ON THIS FORM IS ACCURATE TO THE BEST OF MY KNOWLEDGE. I AM AWARE THAT IF ACCEPTED ONTO THE COURSE, I WILL ENTER INTO A **“CONTRACT OF LEARNING”** WITH ACS DANCE CENTRE. I ACCEPT ALL TERMS AND CONDITIONS AND I AGREE TO ATTEND LESSONS REGULARLY AND UNDERTAKE TO COMPLETE ALL WORK SET FOR ME TO THE BEST OF MY ABILITY. I AGREE TO PAY ALL FEES AND GIVE AT LEAST A TERMS NOTICE IF LEAVING THE COURSE OR DROPPING A GENRE AND UNDERSTAND THAT NO FEES CAN BE REFUNDED TO ME AND THAT IF FUNDED, I WILL HAVE TO REPAY TUITION FEES OR LOANS ALREADY PAID OUT.

SIGNATURE OF APPLICANT: SIGNATURE OF (PARENT OR GUARDIAN IF UNDER 18) :

DATE _____

RETURN TO:

**ACS Dance Centre,
Applications Administrator
66 Albert Rd,
Romford,
Essex,
RM1 2PP**