

# QUALITY ASSURANCE POLICY

## **Mission Statement**

To nurture versatile dancers in a caring, dedicated and safe environment.

To coach the students so that they may successfully attain internationally recognised dance qualifications.

To instil an appreciation of the arts especially dance based on the belief that 'Dancing is fun'.

Offer an opportunity to students to exercise in a healthy and safe environment.

## **1. Policy for Quality assurance.**

### **1.1. Scope**

This Quality Assurance policy applies to Ingrid Desira Buttigieg (the Principal) as a Further Education Centre (the Further Education Centre) offering dance training and fitness classes.

### **1.2. Policy Statement**

This Quality Assurance (QA) Policy will outline

- The organisation of the QA system,
- Responsibilities,
- Procedures for guarding against intolerance of any kind or discrimination,
- Equal Opportunities,
- Institutional Probity,

- Design & Approval of Programmes,
- Student-centred learning, teaching and assessment,
- Student Assessment,
- Complaints,
- Lesson planning,
- Student admission, progression, recognition and certification,
- Teaching Staff,
- Learning Resources and student support,
- Information Management,
- Public Information,
- Ongoing monitoring and periodic review of programmes,
- Cyclical external quality assurance,
- Health and Safety of Participants.

This policy will be reviewed and updated every two years or earlier if the need arises to ensure continuous improvement.

Quality policies and Codes of Conduct and Professional Practice as defined by the Professional Organisations, namely:

1. Royal Academy of Dance (RAD),  
<https://www.royalacademyofdance.org/about-us/corporate-governance/rules-regulations-and-policies/>
2. Imperial Society of Teachers of Dancing (ISTD),  
<https://www.istd.org/examinations/quality-assurance/policies-and-related-documents/>
3. Spanish Dance Society (SDS),  
<https://www.spanishdancesociety.org/home>

shall be considered in this QA policy.

For the purposes of this policy, Participant/s include but are not limited to:

- Students,
- Parents and guardians of the students who have not attained eighteen years of age.

This Policy shall be made available to any Participant that may request it and shall be available on the Further Education Centre's website.

### **1.3. Responsibilities**

The overall responsibility for implementing this QA policy lies with the Principal.

It is the responsibility of all Participants and teachers to abide with this policy. The Principal shall be responsible for updating this policy.

Any concerns or queries regarding this policy are to be addressed to the Principal.

### **1.4. Equal opportunities**

Cognizant of the diversity of all Participants, no Participant shall be discriminated against on grounds of race, disability, gender, religion, sexual orientation or for any other reason.

The Further Education Centre is committed to a learning environment where all individuals are treated with respect and dignity.

All students and teachers shall have the right to a safe environment, free from any form of abuse or harassments.

## **2. Institutional Probity**

Financial accounts shall be retained providing a comprehensive account of the financial transactions of the Further Education Centre.

A budget plan shall be prepared prior the start of the new dance year.

The Further Education Centre shall operate in conformity with the VAT legislation and other applicable Laws.

## **3.Design and Approval of Programmes**

The Further Education Centre is registered with the Royal Academy of Dance (RAD), the Imperial Society of Teachers of Dancing (ISTD) and Spanish Dance Society (SDS) – the Professional Organisations. These institutions are recognised by the OFQUAL.

Dance teaching programmes offered at the Further Education Centre shall conform to the dance programmes as approved by the Professional Organisations.

## **4. Student-centred learning, teaching and assessment**

The dance programmes provided at the Further Education Centre shall be those formulated by the Professional Organisations.

In line with the Professional Organisations' guidelines, the conduct of all dance classes shall take into consideration the individual student's age and abilities.

The specific Professional Organisations' policy relating to examinations shall apply.

Dance classes shall be conducted in a safe environment.

Students shall be encouraged and coached to develop their physical and motor skills whilst ensuring their health and safety.

Student participation shall be encouraged to develop their musicality and sense of space.

This may be achieved by allowing the student to improvise to various music tempos.

Students shall be encouraged to share their perception of space and physical achievement during the dance class.

It is recognised that dance education is a physical endeavour. The dance teacher shall respect the student's space.

### **1.1. Student Assessment**

Students may sit for examinations / assessments offered by the Professional Organisations.

Formal examinations / assessments by the Professional Organisations shall be conducted by external examiners from the Professional Organisations.

The criteria for and method of assessment as well as criteria for marking shall be according to the Professional Organisation's guidelines.

The students shall be provided with feedback throughout the course of the dance class

Informal student assessments shall be conducted regularly by the Principal.

The outcome of the informal assessments shall be communicated to the Participant by the Principal.

The Further Education Centre shall organise an annual 'Parents' Day' for feedback on the student's assessment, this may be provided in a formal manner.

### **1.2. Complaints**

All complaints shall be received in writing, via email (danceacademy1987@hotmail.com) and acknowledged in writing within five (5) working days of receipt.

All complains shall be investigated by the Principal and a response forwarded to the complainer within thirty (30) working days.

A complaint log shall be retained wherein all complaints shall be recorded as well as the conclusion of any investigation and the reply thereon.

### **1.3. Lesson planning**

A lesson plan shall be prepared prior to the dance class. This is to consider warm-up and stretching exercises as well as cool down.

The lesson plan shall consider the desired teaching outcome.

Lesson plans shall consider the age and physical abilities of the students.

A positive learning and teaching environment shall be provided by ensuring that:

- Lesson outcomes are clearly explained to the students at the start of the lesson, by demonstration on the part of the teacher
- Teaching is supportive, encouraging and non-threatening.
- Teaching shall use verbal cues, physical corrections and demonstrations.
- Audio-visual clips may be used as appropriate.

## **5. Student admission, progression, recognition and certification**

Prospective students may apply online or via email. All applications shall be acknowledged and confirmed.

Students shall be admitted to a level suitable to their age motor abilities as defined by the Professional Organisations.

The Further Education Centre applies a non-discriminatory enrolment policy.

Prospective students shall be accepted independently of gender, sexual orientation, religion, race, colour, ethnic origin, age, physical abilities or learning abilities

On acceptance, prospective students shall receive a copy of the Further Education Centre's Rules & Regulation.

## **6. Teaching Staff**

Teachers shall hold a current teaching certificate by one of the Professional Organisations.

Teachers shall be interviewed prior to engagement to assess their experience and aptitude.

Teachers shall be required to present their curriculum vitae and a copy of their professional teaching certificates.

Teachers shall present a current, clean Police Record Certificate.

This Policy shall be communicated to all teachers.

The performance of the teacher shall be assessed on a regular basis by the Principal.

Teachers shall pursue professional development programmes offered by the Professional Organisations.

The Principal and all teachers shall abide by all professional development programme requirements as may be defined from time to time by the relevant Professional Organisations.

## **7. Learning Resources and student support**

The students shall wear regulatory uniforms during any of the dance classes.

Short video clips may be used to complement the outcome of the teaching plan.

Video of all or part of the dance class may be used to demonstrate or assess the outcome of the lesson.

Any video or photography of the students shall be subject to the Further Education Centre having received prior approval from the Participant.

Participants shall be encouraged to discuss any concerns or difficulties with the Principal.

Regular water breaks shall be provided during the lessons for the student to rehydrate.

## **8. Information Management**

Any personal data shall be managed in conformity with the Data Protection Act.

The personal data shall be used exclusively for communication purposes with the Participants.

Personal data shall be held on electronic data storage media and shall not be shared with third parties.

Any information that is required by the Professional Organisations for the student to apply for any examination shall be requested specifically for this purpose from the Participant.

## **9. Public information**

Details pertaining to the dance genres offered at the Further Education Centre shall be available to prospective students on the Further Education Centre's website, as well as its social media platforms: Facebook and Instagram.

<http://www.danceacademymalta.com/>

Facebook: @danceacademymalta

Instagram: dance\_academy\_malta

The Further Education Centre's website shall include information pertaining to the Further Education Centre's:

- Background
- Principal's (IDB) professional qualifications and experience
- Objectives
- Dance genres
- Link to RAD, ISTD & SDS websites
- Review of past performances
- Upcoming events
- Application Form



- Contact information

Dance courses offered including information relating to:

- The learning outcomes of the courses
- Qualification level and respective ECTS/ECVET
- Processes for teaching, learning and assessment
- Pass rates
- Further learning opportunities
- IQA policies

Participants requesting additional information shall be provided with the Further Education Centre's:

- a.) General information, rules and regulations,
- b.) Professional Organisations' content and mark schemes, and
- c.) Regulatory information.

## **10. Ongoing monitoring and periodic review of programmes**

These will form the basis of the annual external quality assessment of the Further Education Centre's performance. These are informal communications during the course of the lesson.

The Principal and teachers may attend 'feedback sessions' with the Professional Organisation's external examiner on completion of the examination tour.

The Principal shall hold regular quarterly meeting with the teachers to share experiences and identify areas for improvement.

The Principal shall regularly assess the performance of the teachers and provide feedback thereon.

Participants shall be requested to provide feedback as to their experiences and suggest areas for improvement.

## **11. Cyclical external quality assurance**

The Further Education Centre shall be audited by the Malta Further & Higher Education Authority (MFHEA) once every five years.

The Principal shall be responsible for implementing the recommendations of the NCFHE audit report. An action plan shall be compiled by the Principal.

The Principal shall monitor the implantation of changes as per the action plan.

## **12. Health & Safety**

The Further Education Centre shall implement systems and procedures to protect the health and safety of all Participants and teachers that may be present on the premises.

The effectiveness of the health & safety measures shall be assessed by regular, independent Health & Safety audits.

Fire fighting equipment shall be provided and routinely maintained.

Emergency lights shall be installed and routinely maintained.

An Accident log-book shall be maintained to record any injury and treatment provided.

The Principal shall maintain an updated first aid certificate.

A first aid kit shall be available and this shall be appropriately maintained.

Any student complaining / evidencing an injury shall require a doctor's certificate to participate in any dance class.

No smoking is allowed in any part of the premises to protect the Participants' health.

On registration, any chronic medical condition that may limit the student's performance or require particular attention is to be disclosed by the Participant and a medical certificate confirming the student's ability to undertake physical exercise provided.

Students should wear shoes at all times when walking around the premises and ensure that ribbons and laces are tied properly. Outdoor shoes are not to be worn in the studios.

It is important that students always keep themselves warm between classes in order to protect against injury.