



## **RAD Continuing Professional Development**

### **Guide to Exemptions from the RAD CPD Scheme**

The RAD Continuing Professional Development scheme was launched on 1 July 2013. This is now compulsory for teachers registered with the RAD in order to retain your teaching status. Visit <http://www.rad.org.uk/cpd> 'Scheme information' for further information.

In the event of unforeseen circumstances, teachers participating in the RAD CPD scheme may be eligible for reduction in the CPD requirement, either a:

- full-exemption (20 hour), or
- part-exemption (10 hour)

Please refer to the [RAD CPD Regulations](#) for an overview of the exemptions policy from the RAD CPD Scheme.

#### **Eligibility for an exemption**

From time to time something may happen in your personal life that may affect your ability to meet the minimum CPD requirement.

#### ***Reasons for exemptions***

We accept the following reasons for exemptions: ill-health, onerous caring duties for a close family member, bereavement of a close family member, maternity and paternity leave, unemployment, or a career break. **Please note** that this is not an exhaustive list, you may apply for an exemption based on other reasons that you feel affect your ability to meet the minimum CPD requirement.

#### ***Evidencing your reason for an exemption application***

You must provide evidence to support your application; this may include a letter from a doctor, a social security office or your employer. Again, these are just examples and not an exhaustive list.

Your [CPD Declaration and Exemption Application Form](#) and associated evidence will be treated with the utmost sensitivity and confidentiality.

#### ***Countries with small numbers of RAD Registered Teachers***

If you live in a country where there is less than ten teachers registered with the RAD, there may not be a large number of face-to-face RAD CPD activities for you to participate in. Teachers are encouraged to use online CPD provision and/or to travel to nearby countries to attend CPD activities. If this is not possible you may be eligible for a part-exemption. Exemptions in these circumstances will be assessed on a case by case basis and availability of activities will be taken into consideration. Please take into account that the RAD would still expect teachers to at least be able to meet 10 hours of **Independent CPD** under these circumstances.

#### **Submitting your Declaration and Exemption Form**

The CPD Year runs from 1 July to 30 June, and a request for a full or part exemption must be lodged before 30 June in any CPD year. Applicants for exemption are advised to apply at their earliest convenience.

To apply for an exemption, complete the online form available [here](#).



Or, download and complete the CPD Declaration and Exemption Application Form. This is available at: <http://www.rad.org.uk/cpd>. Please send the completed form to the RAD Membership team:

- **Email:** [membership@rad.org.uk](mailto:membership@rad.org.uk) Please mark the subject of your email “CPD Declaration Form” and include your membership number
- **Post:** Attention of Membership Assistant (CPD), The Membership Department, Royal Academy of Dance, 36 Battersea Square, London, SW11 3RA, UK
- **Fax:** +44 (0)20 7924 3129

Exemptions are applicable only for the year in which they are requested i.e. an exemption request granted in January 2018 is valid until the end of the 2017-2018 CPD year, 30 June 2018.

As stated in the CPD Rules and Regulations, an exemption application does not guarantee that an exemption will be granted.

When completing the CPD Declaration and Exemption application form, you must provide evidence to support your application. This evidence should be dated, where possible.

### **Processing an exemption request**

Exemption applications will be acknowledged upon their receipt. Decisions relating to exemptions will be sent in writing to individuals no later than 40 working days after request is received, although we will aim to respond to you in less time where possible

If the request for exemption is successful no further action is necessary by the teacher. If the request for exemption is not successful the teacher can appeal the decision.

### **Questions**

If you have questions about your exemption request, please contact your national office. If you do not have a national office in your country, contact the United Kingdom. You can find the contact details for your national office here: [www.rad.org.uk/about/contact-us](http://www.rad.org.uk/about/contact-us)

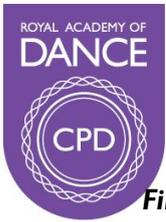
### **Appeals to CPD exemption panel**

Teachers who choose to lodge an appeal will not be disadvantaged by so doing.

#### **Appeal Stage 1**

A teacher wishing to appeal against an exemption decision may do so in writing (via post or email), providing additional supporting information; within 10 working days of receiving communication advising them of their exemption outcome. Appeals should be addressed to the Membership Officer (CPD).

Appeal Stage 1 will be considered by the Director of Marketing, Membership & Communications, Director of Education and Head of Continuing Professional Development. You will receive confirmation of receipt of your appeal and a final written communication detailing the outcome of your appeal.



## ***Final Appeal***

If the teacher is unhappy with the decision reached by the CPD Exemption Appeal Panel, the teacher will have the right to make a final appeal.

The Final Appeal stage will be considered by the Chief Executive of the Royal Academy of Dance, one member of the Artistic and Examinations committee and one member of the Education sub-committee during February, June or October.

The decision of this Panel will be final.