



RAD Continuing Professional Development

Guide to Sanctions

The RAD Continuing Professional Development (CPD) scheme was launched on 1 July 2013. This is now mandatory 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.

From the 2016/17 CPD year, the RAD is introducing sanctions for registered teachers who do not meet their annual CPD requirement.

All RAD teachers on our register are required to uphold the [Code of Conduct](#) and [Professional Practice for Teachers registered with the Royal Academy of Dance](#). This code sets out the CPD requirement for teachers as well as sanctions aimed at teachers who breach the code.

Why the RAD is introducing sanctions

The RAD is committed to producing the best teachers in the world. Our CPD scheme enables us to evidence that our teachers are at the forefront of dance education and training, and that they have the most up-to-date knowledge and skills. CPD also gives teachers the chance to take an active role in their own career development and to pursue any personal interests they have.

After a three-year bedding in period, the time is right to introduce sanctions for non-compliance to ensure that the scheme is viewed by all as robust and meaningful.

Who will be subject to sanctions?

Teachers who **do not declare** by 30 June each CPD year that they have either:

- met their annual CPD requirement of 20 hours
- successfully applied for a Full Exemption*
- successfully applied for a Part Exemption and completed at least 10 hours of CPD activities

Will be subject to sanctions as outlined in the [Code of Conduct](#) and [Professional Practice for Teachers registered with the Royal Academy of Dance](#).

*if you are awarded a full exemption you do NOT have to declare.

Life Registered Teachers

From the 2016/17 CPD year, Life Registered Teachers who are **no longer teaching** the RAD Syllabus or entering candidates for RAD examinations will not be required to complete any CPD unless you choose to.



All **active** RAD Registered Life Teachers (i.e. actively teaching and entering candidates for examinations) are still required to undertake CPD activities, or if applicable, apply for an exemption before 30 June each year.

All *active* RAD Life Registered Teachers will be subject to the sanctions outlined below.

What sanctions will be applied?

The sanctions will escalate in severity in response to an individual teachers' record of CPD compliance.

Sanctions have been devised following a staged process outlined below:

- Written warning(s)
- Suspension of teacher registration for a set period (3 – 12 months)
- Removal of RAD teacher registration for a period of 3 years
- Expulsion from membership and permanent removal from the RAD's teaching register.

The RAD reserves the right to apply sanction/s for the teacher in question based on their individual record of CPD compliance.

Written warning(s)

The first time that an RAD teacher does not meet their CPD requirement they will be sent a written warning and will be included in the CPD Audit for the following CPD year.

Suspension of RAD Registered Teacher status

For the duration of the suspension period (3, 6 or 12 months) **all** membership benefits will be suspended.

While suspended, teachers will not be able to:

- Advertise themselves as an RAD Registered Teacher or RAD Teacher Recognised by Mutual Agreement
- Enter students into RAD examinations
- Access discounts available to RAD teachers

Teachers will also:

- Be removed from the Find a Teacher search for the duration of the suspension
- Stop receiving any printed or online membership benefits including the *Dance Gazette*, Focus on Members, Focus on Exams, the monthly e-newsletter and more.

The dates of suspension will be set by either the RAD headquarters or the local office and communicated to the teacher.

Removal of RAD teacher registration for a period of 3 years



During this time you will not be eligible to apply for RAD teaching membership in any country or access any of the benefits available to teaching members.

Expulsion from membership and permanent removal from the RAD's teaching register

The RAD hopes that this sanction needs never be applied. However, we will take repeated CPD non-compliance seriously and if required will expel a teacher from RAD Membership and remove them from the RAD's teaching register. The RAD reserves the right to share this information publicly.

Sanctions Appeal Process

Teachers will be offered the right of appeal in the face of a suspension of their membership. Teachers who choose to lodge an appeal will not be disadvantaged by doing so.

Grounds for appeal include:

- Evidencing that you have met your annual CPD requirement, you will need to provide evidence of all CPD activities undertaken, for example: certificate of participation, receipt of payment for a course/activity etc
- Providing evidence to demonstrate that you would have been eligible for a full exemption if you had applied for one during the CPD year, you will also need to explain why you weren't able to apply for an exemption
- Procedural irregularities in respect of the appeal
- Evidence of bias, prejudice or conflict of interest on the part of the Membership Assistant (CPD) or the Head of Membership (UK)
- Evidence of bias, prejudice or conflict of interest on the part of the National Director, Manager or Representative (International)
- Other extenuating circumstances.

Appeal Stage 1

A teacher wishing to appeal against a decision to suspend their membership may do so in writing (via letter or email), within 10 working days of receiving the communication advising them of their suspension. Appeal letters 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 communication and a final letter detailing the outcome of your appeal.

Final Appeal

If a refusal to grant an exemption is upheld upon appeal, a final appeal can be lodged. The final appeal will be considered by the Chief Executive of the RAD, one member of the Artistic and Examinations Sub-Committees and one member of the Education Sub-Committee. The decision at this stage is final.