

## TEACHING CERTIFICATE PART 2 – UNIT 4

### GUIDELINES FOR PREPARATION OF THE *RECORD OF TEACHING PRACTICE*

#### What the Candidates need to do – An Overview

1. Find a class to teach
  - Could be an existing class or classes
  - Could be a group of dancers in your own home
2. During the time you work with them, write out plans for six hours of teaching, including
  - Aims
  - Teaching points
  - Choice of music
3. Teach the lessons you have planned
4. Write down after each class
  - What worked
  - What didn't work – this includes the choice of music
  - Why it didn't work
  - What you would change if you tried the lesson again
5. Finalise the **Detailed Review**
  - a) Further details on how to do this are in the following pages

#### General

The **Record of Teaching Practice** document must be presented in English.

- A candidate whose first language is not English may have this translated into English, but the responsibility for arranging such translation, and any related costs, rests solely with the candidate.
- Both the original in the candidate's own language and a copy of the English translation must be submitted for the assessment.

The **Record of Teaching Practice** will only be assessed on content. It will not be assessed on use of language, grammar or style.

The **Record of Teaching Practice** is in **two** parts, and should contain:

1. A one-page **summary** of all classes taught since passing Teaching Certificate Part 1, containing a brief indication of the number of hours of teaching and the types of classes taught. The candidate's name must appear, and the font be no smaller than 12 point, single spaced.

2. A **Detailed Review**, whose aim is to demonstrate understanding of the elements of the teaching process, the ability to plan and implement a progressive programme of teaching lessons building from the known to the unknown, and a capacity for self-evaluation as a teacher. It should include:

- A review of a series of lessons (equivalent to 6 hours' independent teaching) with either the same class or classes of different levels – further information below
  - This should be between a minimum of 8 sides and a maximum of 12 sides of A4 or US letter. paper
    - **Apart from under previously agreed special circumstances, any submitted Detailed Review of a shorter or longer length will be returned to the candidate for amendment and resubmission.**
  - The date, time and duration of each lesson covered by the 6 hours should be clearly stated.
  - Only dances published by the RSCDS should be included – **see Appendix, last page, for excluded books**
  - Font size must be no smaller than 12 point, single spaced.
  - Pages should be numbered, and the candidate's name should appear on each page.
  - Ideally it will be computer printout or typed, but if that is not the case then the handwriting must be clearly legible.
  - A tabular format or a narrative format for the lesson plans covering the six hours of teaching are both acceptable.
  - The choice of the format and style is entirely up to the candidate.

### **The Detailed Review – further information**

The Detailed Review should contain the following elements:

#### **1. Introduction**

The candidate should write a short general introduction setting the context and background of the lessons. All types of class are permitted: social, general, children's, etc. Assessment will be based on the suitability of the lesson for that particular class. For example, for a social class, less step practice and probably more dances in the same time frame could be expected than for a general class, and the way a dance is built up might differ. A children's class might not include strathspey. The introduction will include:

- level of class
- number of dancers
- range of ability within each group
- source of music for each class
- features common to all lessons such as warm-ups and cool-downs

## 2. Details of teaching, including:

Outline lesson plans for each lesson; as much as possible these should be the original plans prepared before the lesson was taught., and should include:

- the date, time and duration of the lesson
- aims of the lesson
- what activities the candidate plans to do: for example, walk, count, demonstrate, dance, rotate couples, etc.
- teaching points for each stage of the lesson; for example, not just “arms,” but what the candidate is going to tell the dancers *about* arms and how to achieve it
- description of music used for each stage of the lesson
- class arrangement, including the direction dancers are facing (for example, not just *circle*, but *single circle facing partner*, *men facing clockwise*)

## 3. Review of the Music

Musician playing: Candidates should describe the instructions given to the musician, including choice of tune

Recorded music: Candidates should identify the recording used and describe the criteria for the choice of track and recording used, and if the original tune was not used, say why

## 4. Self-evaluation

The following points will be observed by a mentor visiting a lesson, therefore a candidate’s evaluation **of each lesson** should consider:

- how closely the plan was followed
- how the numbers in the class were managed
- how dancers at different levels within the same group were encouraged to achieve the objectives
- what deviations from the plan were made, if any, and what influenced any change to the original plan
- whether the class appears to have made progress
- how appropriate the choice of music was, and, in the case of a musician, how well the candidate’s instructions were followed

Candidates should show that they have considered the following questions about their teaching overall, at the end of the paper:

- What are my main strengths and weaknesses?
- What improvements can I make to my teaching?
- Specifically, what skills have I developed or improved since passing Teaching Certificate Part 1?

## Submission

The following documents must be sent directly to the RSCDS Office [examhelp@rscds.org](mailto:examhelp@rscds.org)

- X4 – Checklist for Candidates
- the Record of Teaching Practice, comprising:
  - A **ONE**-page summary of all classes taught since passing Part 1
  - A **detailed review** of a series of lessons equivalent to 6 hours of teaching
- X4X5-10 – Cover Sheet and Notice of Intent to Sit Unit 5
- X4-11 Mentor’s Confirmation
- Unit 4 fee, or arrangements to pay online; see X4X5

### **Appendix: Dances permitted for inclusion in the *Detailed Review***

Dances in any of the books of dances published by the RSCDS are permitted, **with the exception of** dances appearing in the following books:

The Border Book

Dances to Song Tunes

Imperial Books (as of 2023, Book 1-6)

The Kandahar Reel

MacNab books

Perth 800

Sir Walter Scott: The Heart of Mid-Lothian

A Guide to Scottish Country Dancing (formerly named Collins Pocket Reference), and publications by Branches and Affiliated Groups, unless published elsewhere by the RSCDS