



SADF PROFESSIONAL DANCE TEACHER EXAMINATIONS 2022

Prepared by the SADF Technical Committee



NATIONAL DANCE UMBRELLA FOR PROFESSIONAL DANCE TEACHER EXAMINATIONS

One powerful and pro active voice representing all forms of dance in South Africa. To create an enabling environment for the development and qualification of dance at all levels and the success of every individual.



CONTENT HEADINGS

- The Three Methods to participate in a SADF Professional Dance Teacher Examinations
- The Four SADF Professional Teachers Qualification Levels
- Guidelines to apply/book for a SADF Professional Dance Teachers Exam
- Regulations
- Cost Structure
- Ratification
- Definitions



THE SADF PROFESSIONAL DANCE TEACHER EXAMINATION

PROFESSIONAL DANCE TEACHERS EXAMINATION PLATFORM FOR ALL DANCE GENRES NATIONWIDE

The SADF Teachers Qualifications afford SADF Members accessibility to professional teachers' examinations. Professionals to become qualified dance teachers within their diverse dance genre as offered by the Foundation. It is our endeavor to ensure that we build towards a national examination platform offering for all DANCE GENRES, we remain committed to systematically introduce the various accredited Professional Teachers Qualification dance genre exams to all inspiring professional teachers.

The Professional Teachers Exam structure has been revised and tabulated taking into consideration the socio-economic conditions in South Africa, with the motivation to ensure an all- inclusive high standard Professional Examination process, that embraces technology and pioneer an invigilation system that will ensure accountability and transparency.

A professional dance teachers qualification offering that ensures absolute integrity, continually embracing International approved examination standards, thereby ensuring an examination system revered by all with continued International Recognition.



THE SADF

PROFESSIONAL TEACHERS DANCE QUALIFICATION EXAMS

THREE OPTIONAL METHODS



APPROVED SADF PROFESSIONAL TEACHERS EXAMINATION METHODS

THREE SADF PROFESSIONAL SADF PROFESSIONAL TEACHERS EXAMINATION METHODS:-

- **METHOD 1:- ON-SITE (IN PERSON FACE TO FACE) EXAMINATIONS**

The SADF Examiner and the candidate to be present within the examination room to conduct the examination

- **METHOD 2:- ON-LINE EXAMINATIONS**

The Professional Examination is conducted on-line. This means the candidate and the examiner will be in different environments during the examination. Please note ALL FELLOW EXAMS will not be authorised for an ON-LINE Exam only.

- **METHOD 3:- SUBMISSION EXAMINATION**

The candidate to submit the required content material for the examination via video footage submission as per stringent SADF requirements. The footage to be pre- recorded in a supervised environment and submitted for assessment not in real time. (Please view prescribe condition wherein Submission Examinations will be authorised)



METHOD 1:-

ON-SITE (IN PERSON) PROFESSIONAL DANCE TEACHER EXAMINATIONS

The SADF Examiner and the candidate to be present within the examination room to conduct the examination.
The preferred conventional method of ALL Professional Dance Exams

- Professional candidate – SADF Professional registered Member (the candidate to be accompanied by a dance Partner/ Facilitator /or teacher depending on the dance genre)
- A SADF approved FACILITATOR/INVIGILATOR to be appointed to manage and facilitate the examination, music requirements, refreshments, etc.
- A Videographer to be appointed - All ON-SITE exams to be recorded from start to finish, showing the full examination. Video footage to be submitted to the SADF Technical Committee, for verification and record keeping.
- The facilitator (if not the teacher) can be the videographer if approved
- The candidate dance teacher can be the videographer if approved – required is a tripod to hold the high definition camera/mobile, to be positioned in a position of the room that will capture the entire exam.
- The appointed SADF Examiner to be present within the facility throughout the entire dance exam.
- The Video to be presented to the SADF Technical Committee for official VERIFICATION.
- Thereafter the Video footage to be safely stored for privacy,
- The candidate will be informed as to the OFFICIAL PROFESSIONAL examination RESULTS, following the verification process by the SADF Technical Committee



METHOD 2:-

ON-LINE PROFESSIONAL DANCE TEACHER EXAMINATIONS

The Professional Examination is conducted on-line. This means the candidate and the examiner will be in different environments during the examination. This method is not available for a SADF FELLOW candidate.

- Professional candidate – SADF Professional registered Member (the candidate to be accompanied by a dance Partner/ Facilitator /or teacher depending on the dance genre)
- A SADF approved FACILITATOR/INVIGILATOR to be appointed to manage and facilitate the examination, music requirements, refreshments, etc.
- A Videographer to be appointed - All ON-LINE exams to be recorded from start to finish, showing the full examination. Video footage to be submitted to the SADF Technical Committee, for verification and record keeping.
- The facilitator (if not the teacher) can be the videographer if approved
- The candidate dance teacher can be the videographer if approved – required is a tripod to hold the high definition camera/mobile, to be positioned in a position of the room that will capture the entire exam.
- The appointed SADF Examiner to be present within the facility throughout the entire dance exam.
- The Video to be presented to the SADF Technical Committee for official VERIFICATION.
- Thereafter the Video footage to be safely stored for privacy,
- The candidate will be informed as to the OFFICIAL PROFESSIONAL examination RESULTS, following the verification process by the SADF Technical Committee



METHOD 3:-

SUBMISSION PROFESSIONAL DANCE TEACHER EXAMINATIONS

The following candidates qualify for SUBMISSION PROFESSIONAL TEACHERS EXAMS:-

- STUDENT TEACHER
- MODULARISED EXAMINATION (Up to Associate Qualification Level only)
- RECOGNITION OF PRIOR LEARNING- (RPL) CANDIDATES
- RATIFICATION OF QUALIFICATIONS FROM OTHER ASSOCIATIONS

(more especially where SADF do not have specifications on the “curriculum” or qualification to gauge against current standards)



METHOD 3:-

SUBMISSION PROFESSIONAL DANCE TEACHER EXAMINATIONS

Continue:-

STUDENT TEACHER

On-site and /or On-line Examination process is optional. The option is available for the Student Teacher to be examined by a submission of Video footage, as per Professional Exam Syllabus criteria provided by the Technical Committee on the Examination Application. A person wishing to commence teaching is recommended to undergo the Student teacher examination prior to commencing teaching. It is further recommended that a Student teacher be permitted to teach under the guidance and mentorship of a qualified teacher and not be permitted to teach unsupervised.

MODULARISED EXAMINATION

Applicable for Student Teacher; Associate and RPL Candidates - modularised examinations where the candidate submits their practical work (Modules as required) to the technical committee for verification and awarding of a qualification digitally.

RECOGNITION OF PRIOR LEARNING (RPL) CANDIDATE

The candidate to submit to the Technical Committee for perusal all previous Qualifications, Transcripts together with the Syllabus criteria in-line with Examination Qualifications presented, a detailed Curriculum Vitae providing Dance experience, learning and Achievements, and a letter of recommendation from a contactable reference. **Recognition of Prior Learning should not be confused with Ratification of an acquired qualification from other associations.**



METHOD 3:-

SUBMISSION PROFESSIONAL DANCE TEACHER EXAMINATIONS

Continue:-

This method is not available for a SADF LICENTIATE & FELLOW candidate

- Professional candidate – SADF Professional registered Member (the candidate to be accompanied by a dance Partner/ Facilitator /or teacher depending on the dance genre)
- A SADF approved FACILITATOR/INVIGILATOR to be appointed to manage and facilitate the examination, music requirements, refreshments, etc.
- A Videographer to be appointed - All SUBMISSION exams to be recorded from start to finish, showing the full examination. Video footage to be submitted to the SADF Technical Committee, for verification and record keeping.
- The facilitator (if not the teacher) can be the videographer if approved
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- The appointed SADF Examiner to be present within the facility throughout the entire dance exam.
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- Thereafter the Video footage to be safely stored for privacy,
- The candidate will be informed as to the OFFICIAL PROFESSIONAL examination RESULTS, following the verification process by the SADF Technical Committee

THE SADF

PROFESSIONAL DANCE TEACHER EXAMINATIONS

ACCREDITED QUALIFICATION LEVELS



SADF APPROVED PROFESSIONAL DANCE TEACHER QUALIFICATION

SADF Professional Teachers Qualification Levels in all Professional DANCE GENRES to be labelled as follow:-

- **SADF Fellowship Qualification - (followed by the Dance Genre) + Exams platform Organisations (if not SADF)**
- **SADF Licentiate Qualification - (followed by the Dance Genre) + Exams platform Organisations (if not SADF)**
- **SADF Associate Qualification - (followed by the Dance Genre) + Exams platform Organisations (if not SADF)**
- **SADF Student Teacher Qualification - (followed by the Dance Genre) + Exams platform Organisations (if not SADF)**

The dance genre name should be labelled with all Qualification Levels. All SADF Professional Teachers Qualification Levels name to be captured including the Dance Genre in which the qualification certificate is awarded, as well as the inclusion of the Organisation, Institute that facilitated the examination – if not SADF



MINIMUM CRITERIA FOR APPLICATION TO SADF APPROVED PROFESSIONAL DANCE TEACHER QUALIFICATION

SADF PROFESSIONAL STUDENT TEACHER QUALIFICATION

- Candidates must be 18 years of age or over.
- Successful candidates gain no teaching qualifications in the SADF but are permitted to attend courses on payment of an admission fee.
- Successful candidates will not be eligible to take part in amateur competitions or amateur medal tests in this Faculty.

SADF PROFESSIONAL ASSOCIATE QUALIFICATION

- Candidates must be 19 years of age or over; and maybe in possession of a Student Teacher Qualification.
- Candidates wishing to do an Associate exam directly without doing a student teacher:
 - Must have been teaching (in the respective discipline) for at least 1 year; or
 - Must have competed in a Professional competition recognised by the SADF for at least 1 year and reached the finals; or
 - Must have been an Amateur Championship competitor having reached at least 3 finals of title competitions including the South African Championships.



MINIMUM CRITERIA FOR APPLICATION TO SADF APPROVED PROFESSIONAL DANCE TEACHER QUALIFICATION

Continue:-

SADF PROFESSIONAL LICENTIATE QUALIFICATION:

- Be 22 years of age or over,
- Have held an approved SADF Associate Qualification for over two years;
- Have occupied a responsible position as a teacher of dancing for at least 2 years,
- Provide credible, contactable references from three SADF professional teachers who can verify his/her teaching career.

SADF PROFESSIONAL FELLOWSHIP QUALIFICATION:

- Candidates must have held the Licentiate Qualification of the division concerned for at least three years and be at least 25 years or older



THE SADF

PROFESSIONAL DANCE TEACHERS EXAMINATION

GUIDELINES



DOCUMENTATION REQUIRED WHEN APPLYING FOR AN PROFESSIONAL DANCE TEACHER EXAMINATIONS

The Candidate/Teacher/Facilitator to submit the following docs to the SADF Technical Committee when applying for a SADF Professional Teachers Exam

- **IDENTIFICATION DOCUMENTATION:-** A valid Copy of ID or PASSPORT (Legally Certified as per South African Law Requirements)
- **CV:-** Detail Dance Curriculum Vitae of the Candidate
Official documentation pertaining to achievements and experience in Dance and to include highest achieved qualifications; certified certificates together with official report scripts. On request the candidate will require to produce the ORIGINAL Documentation. It is the sole responsibility of the candidate to obtain and provide the required information to the SADF Technical Committee. On request the candidate may be require to have the documents submitted to be AUTHENTICATED or CERTIFIED by South African Law
- **DANCE TEACHER CERTIFICATION:-** All documentation of previous Dance Teacher Qualifications, Official documentation to be accompanied by the Examiner's Report as well as the Organisation Official Certificate/s, for verification purposes by the SADF Technical Committee.



SADF PROFESSIONAL DANCE TEACHER EXAMINATION GUIDELINES

Continue:-

- All The SADF Rules and Regulations need to be full filled to be eligible to qualify for a SADF Professional Dance Teacher Examination.
- The SADF Technical Committee to facilitate all SADF Professional Dance Teacher Examinations, they will determine the platform, logistics and the appointment of the required officials, including the validity of the Professional Dance Teacher Examination
- A SADF Member Candidate may apply as an individual to be examined, in that case the SADF will provide the list of professionals available to mentor and assist the candidate to successfully book a Professional Exam.
- The content for examinations will be mediated by the SADF Technical Committee, in case of any amendments, when required – at the exclusive discretion of the SADF Technical Committee
- The Teacher/Facilitator responsible to arrange the date of the examination with the SADF Technical Committee.
In applying for the date of the examination, this would indirectly indicate the candidate's readiness for the examination



SADF PROFESSIONAL DANCE TEACHER EXAMINATION GUIDELINES

Continue:-

- The candidate together with the teacher/facilitator to inform the SADF Technical Committee of **the method of the examination. The preferred method is the On-Site (In-person) Method.** To qualify for the other two options (On-line or the Submission method) the candidate application form to be attached by a motivation letter as to selecting one of the other methods. The ultimate decision will be at the discretion of the SADF Technical Committee.
- The RESULTS of the Professional Teaching Examination will be released to the candidate following the Official Verification process to be completed by the Technical Committee Moderator
- The Process of verification/moderation will be conducted for all SADF Professional Examinations. Any irregularities/ concerns will be communicated through the Technical Committee for a decision.
- All examinations are required to be videoed which will be submitted for validation and reference. the recording to be kept on record by the SADF Technical Committee.
- A MODULARISED EXAMINATION is also acceptable however the candidate will only receive the qualification once all modules have been completed. Individual Module results will be available and can be repeated for obtaining a better mark. There will be no reduction in the cost for a repeated module however, the higher result will be the Official accepted Result.



SADF PROFESSIONAL DANCE TEACHERS EXAM GUIDELINES

Continue:-

Dual Examiner Evaluation System for all Exams:-

- The appointed Examiner to provide the “ON SITE” as well as the “ON-LINE” examination electronic Video Footage to the the Technical Committee within three days of exam, a “SILENT” examiner will verify the footage submitted
- The candidate will only receive the RESULT of the Examination after the SADF Technical Committee has validated the Examination
- Important to note: The “ON SITE or ON-LINE examiner’s decision on the result will bear most of the final decision weight of the RESULT. The “SILENT ” examiner /technical committee will communicate with the On SITE or ON-LINE examiner should there be any discrepancy or concern noted
- All Fellowship Examinations will have two examiners appointed, however, only one examiner will be “ ON SITE” in the examination. The “SILENT” examiner will view the Video Footage and provide their mark accordingly (without having access to the ON SITE Mark) Both Marks will than be submitted to the SADF Technical Committee for verification. The RESULT is a joint decision between the two appointed Examiners. The Technical Committee to inform the candidate as to the RESULT



THE SADF

PROFESSIONAL TEACHERS EXAMINATION

REGULATIONS



PROFESSIONAL DANCE TEACHER EXAMINATION REGULATIONS

The SADF Technical Committee will not specify the date on which examinations to be held, but endeavours to arrange these to suit the convenience of the candidate/ the examiner. The following criteria should be followed when applying for a Professional Teachers Exam:

FOR A SOUTH AFRICAN EXAM:

- A letter of application should be sent to the SADF Technical Committee at least 5 weeks before the exam is to take place, indicating the dance genre, the examination method, the level and region in which the candidate is to be examined
- The Technical Committee shall appoint an examiner
- The Technical Committee shall communicate with the candidate's teacher and examiner to arrange a suitable time, date and venue for the examination;
- The candidate is prohibited from communicating with the examiner regarding the examination prior to his or her exam.



PROFESSIONAL EXAM REGULATIONS

Continue

FOR AN INTERNATIONAL EXAM:

It is a requirement for Candidates wishing to do an International Examination that they have achieved a South African ASSOCIATE qualification, prior to them being allowed to do examinations with any other international organisation or societies.

- A letter must be sent to the SADF Technical Committee requesting permission
- The SADF Technical committee to provide an authorisation letter to the candidate as well as informing the International Association facilitating the International Exam
- All applications for authorisation must be completed timeously before the required examination date to allow time for the necessary correspondence to be finalised.

Please note that authorisation will only be given to organisations recognised by the SADF and international accredited approved teachers training institutions/organisations.



PROFESSIONAL SADF EXAMINATION REGULATIONS

GENERAL

- In the event of an emergency where an examiner is unable to attend on the examination day due to illness or accident, every attempt will be made to allocate a replacement examiner. If there are no other examiners available on the date, the examination may have to be postponed to a later date.
- If a candidate is unable to take an examination due to illness, the SADF will refund fee on receipt of a doctor's certificate. The candidate will be able to provide an alternative date to be examined.
- If any problems should arise with regard to examinations, the candidate, or their representative, should endeavour to discuss this with the teacher /Facilitator in the first instance. The teacher will, if appropriate, contact the SADF to establish whether the difficulty can be resolved.
- No resident of South Africa who is not a full paid up SADF Professional Member shall be permitted to enter for SADF Professional Teachers Examinations.



THE SADF

PROFESSIONAL TEACHERS EXAMINATION

COST STRUCTURE



THE SADF PROFESSIONAL DANCE TEACHERS EXAMS

COST STRUCTURE

THE SADF PROFESSIONAL TEACHERS' EXAM COST TO INCLUDE:-

- The traveling cost of the Examiner (to be confirmed by SADF Technical Committee – circumstance dependent)
- The Technical Committee to consider the costs involved when approving examinations. It is not viable for an examiner to travel long distance to examine one candidate.
- The SADF would be responsible for other costs as in any out-of-town accommodation and travel (as in flights to towns where examiners may not be situated) however, a single candidate requiring an “On-Site” examination may be requested to bear the travelling and accommodation costs incurred by the examiner.
- The technical Committee when approving examinations will be cognizant of these costs and try to appoint examiners to curb costs.
- SADF to cover the data costs for the Silent examiner/Moderator.



THE SADF PROFESSIONAL DANCE TEACHERS EXAMS COST TABLE FOR 2022

COST STRUCTURE TO BE REVISED ON AN ANNUAL BASIS

STUDENT TEACHER 45 MINUTE EXAM DURATION	R1 250
ASSOCIATE 75 MINUTE EXAM DURATION	R2 400
LICENTIATE 90 MINUTE EXAM DURATION	R3 000
FELLOW 120 MINUTE EXAM DURATION	R3 800



THE SADF PROFESSIONAL DANCE TEACHER EXAMINATION

COST STRUCTURE

The Candidate/ Dance School – to be exclusively responsible for the following additional fees:

- Facilitator: Teaching and attendance at the examination
- Videographer: All cost required to record the entire Examination from walk in to exit (HD requirement, no editing allowed)
- Venue: Rental costs for the examination
- Partnering costs: Any costs related to partnering requirements
- DATA connectivity costs required for the On-Line examination – The Candidate/School to cover their cost only



THE SADF

PROFESSIONAL TEACHERS EXAMINATION

RATIFICATION



THE SADF PROFESSIONAL DANCE TEACHER

TEACHERS QUALIFICATION RATIFICATION

An SADF Technical Committee Assessor or Moderator to be appointed to Ratify the qualifications presented from other associations.

The applicant to provide the following information:

- An in- depth description of the association
- The levels of the examinations offered by the association
- The method of examining a candidate.
- the syllabus/curriculum of the association to be able to equate the rigor of the examination against that which is recognised by the Foundation
- Candidates examined purely on the knowledge of the syllabus and being able to dance the routines will be considered at a lowest cognitive level.
- This type of examination will be awarded a **maximum** of the Associate level qualification equated to the SADF Associate.

The financial implications for ratification will be determined individually and based on the amount of research required of the moderator, in benchmarking the syllabus to that of SADF levels.



THE SADF

PROFESSIONAL DANCE TEACHER EXAMINATION

DEFINITIONS



DEFINITIONS

- **Modules (Syllabus) – Modular Examinations**

The Syllabus for examinations is available in modules. Examinations can be booked per dance, however, the complete qualification is only completed when all dances (included in the qualification) have been achieved. The Additional modules of e.g. Anatomy, each of the modules will carry points/credits as with the SETA's where the various unit standards are worth certain points/credits and they accumulate to enhance or make-up a qualification.

- **Candidate vs. Student**

Student is a person that is studying whereas the candidate is the name given to the student/learner being examined.

- **Facilitator – To be approved by the SADF Technical Committee**

Facilitator and Invigilator could be one in the same person and or more than one person.

The role of the person in this situation will be responsible for:-

- Booking of Examination with the Technical Committee
- Management of the entire Professional Examination process
- Provide all administration requirements
- Submit all required Submission documentation, including the submission of mandatory Video Footage of the entire exam process - required for ALL SADF professional exams.
- The facilitator could be the person in the province coordinating examinations.
- The facilitator cannot be the examiner of the candidate however if a sufficiently qualified teacher can assume the teaching role.



DEFINITIONS

Continue:-

- **Invigilator:**

In all submission examinations, it is imperative that **an invigilator** will be appointed.

The purpose of the invigilator in this case is to ensure that a fair, valid, and reliable examination has been conducted. The invigilator may not necessarily have the specific content knowledge but is there to observe the process. The invigilator may be the facilitator (but may not be the teacher) of the candidate. In all submission examinations the Invigilator is held responsible for ensuring that there are no irregularities in the process, and that the video submission is of the required quality to ensure that the candidate can be fairly examined.

- **Teacher/Educator**

Accredited/approved professionally qualified Teacher/Educator. The information of the Teacher/ Educator to be submitted when submitting the Candidate's Application documents to the SADF Technical Committee.

- **Amateur Coach**

An Amateur Coach is considered a "Club-head" in the aspect of competitions. This person will be the responsible person in a dance-club to manage the club members in all administrative matters as in the correct submission of entries of the members to a competition. They may be the most senior amateur dancer in the club but is not qualified to teach. He/she may supervise practice sessions at the club. The Amateur Coach is not a professional, thereby has no relevance to this document other than explanatory term.



DEFINITIONS

Continue:-

- **Examiner**

The Examiner will be appointed by the SADF Technical Committee. Examiners are approved by SADF Technical Committee, (The SADF Approved Examiner may not be examiners for any other association in South Africa)

An international examiner may be appointed **BY THE SADF** Technical Committee for a “particular examination.” (In this case the international examination result would be presented for ratification by SADF Technical Committee)

An examiner for the candidate will be appointed by the **SADF Technical Committee** and may not be closely connected to the candidate (former or current teacher, family friend or relative, partner etc.) The examiner will be preferably from another province however to contain costs this may not always be possible.

- **Appeal Processes**

All candidates have the opportunity to appeal a result and it is for the SADF Technical Committee to manage the appeal process, the final decision is at the discretion of the SADF Technical Committee. (This is where the video of the examination is so important. The video can be given to another examiner to view and to mark. If the result is the same then the quality of the process is considered fair, valid and reliable).



DEFINITIONS

Continue:-

- **Official Data Capturing Documented for SADF Archives**

 - Examiner full Official Report on the Examination

 - Copy of the Certificate

 - Video Footage Recording of the entire Examination Process

 - Transcripts and other documents as required

- **A Moderator**

 - The Moderator is there to quality assure. In the case of SADF, moderation of all examinations will be conducted by the SADF Technical Committee. Therefore, the submission of all examinations in a digital format is mandatory.

The following are aspects considered in a moderation process:

Valid- relevant to the standards for which competence/attainment is claimed

Authentic – produced by the candidate

Current – sufficiently recent for assessors/examiners to be confident that the learner has the level of skills or knowledge, Reliable- genuinely representative of learner’s knowledge and skills

Sufficient – meets all the requirements of the standards in full



COMMITTED TO THE UNIFICATION OF SOUTH AFRICAN DANCE

To administer, develop and promote dance as an art and sport in the Republic of South Africa, and to regulate all matters of dance as custodians of dance nationally



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