



## **RAD Continuing Professional Development**

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

The RAD CPD scheme is 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.

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 be exempt based on other reasons that you feel affect your ability to meet the minimum CPD requirement.

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

If you are selected for our annual CPD audit, 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 exemption 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 are 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 of 10 hours. 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.

#### **Declarations and Exemptions**

The CPD Year runs from 1 September to 31 August.

If you believe you are eligible for a full or part exemption for the CPD year, you will self-declare that you meet the exemption criteria. You will not be required to submit any evidence unless you are selected to take part in our annual CPD audit.



Exemptions are applicable only for the year in which they are declared i.e. an exemption for the 2017-2018 CPD year is valid until the end of the 2017-2018 CPD year.

### **Questions**

If you have questions about exemptions, please contact your national office. If you do not have a national office in your country, contact the United Kingdom, [cpd@rad.org.uk](mailto:cpd@rad.org.uk). 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 CPD Officer.

Appeal Stage 1 will be considered by the CPD Exemption Appeal Panel made up of the Director of Marketing and Communications, Director of Education and Training, 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.