



RAD Continuing Professional Development

Guide to Exemptions from the RAD CPD Scheme

The RAD Continuing Professional Development scheme launched on 1 July 2013. This is now compulsory for teachers registered with the RAD in order to retain your teaching status. Visit 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 a full or part- exemption from their CPD requirement.

Please refer to the RAD CPD Rules and 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.

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.

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 CPD activities for you to participate in. If you are unable to complete your CPD by participating in activities in other locations, or by participating in online activities 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.

Submitting an exemption request

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

Exemptions are applicable only for the year in which they are requested i.e. an exemption request granted in January 2016 is valid until the end of the 2015-2016 CPD year, 30 June 2016.

To apply for an exemption, you must complete and return the CPD Exemption Application Form. This is available for download from the RAD website, www.rad.org.uk/cpdexemption

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



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

Returning your exemption request

Exemption requests must be sent directly to your national office. If you do not have a national office in your country, send the application to the United Kingdom.

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 30 working days after the request is received.

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, contact your national office. If you do not have a national office in your country, contact the United Kingdom.

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, providing additional supporting information; within 10 working days of receiving the letter advising them of their exemption outcome. 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 written confirmation of receipt of your letter and a final letter detailing the outcome of your appeal.

Final Appeal

If the Teacher is unhappy with the decision reached by the 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.