



## **ISTD POLICY ON ENDORSEMENT OF RESOURCES**

**Dance qualifications cannot be taught wholly from written materials, and teachers need not only to attend courses to update their knowledge, but also to have reference materials such as DVDs to review steps and amalgamations. The ISTD produces books, CDs and DVDs to meet this need.**

**The ISTD would like to make it clear that the purchase of such materials is not compulsory for successful achievement of an examination.**

### **Policy on Endorsement**

Each Faculty will consider the necessity for such materials to support the learning of the dance style, whenever it makes amendments to a syllabus, or when it introduces a new qualification.

It will consider the likely demand, and cost of production, and submit the request for approval to the Faculty Board, which if approved, should be discussed with the CEO and Artistic Director, and should be part of the Faculty's development budget for the year. If the CEO and Artistic Director agree, the Faculty is responsible for the production and filming of the specific work. The final version is passed to the Marketing department for corporate styling, and agreed quantities ordered by the Shop Manager. The Marketing department is responsible for advertising on the website and in Dance, and the Faculty for further promoting it to its teachers.

It must be clear to all readers that the purchase of such materials is not compulsory; and there must be no reference to the requirement to use specific materials within any examination or syllabus outline (although recommended reading lists may be included) If materials are submitted to the ISTD for sale on the Shop website which do not relate to updated or new syllabi, (and therefore will imply ISTD endorsement), or by persons who are not acting on behalf of the Faculty, approval must be given by the CEO, the Artistic Director and the Chair of the Faculty Board.

Whenever revised syllabus outlines are submitted for final update and upload to the website, the Head of Customer Services will review them to ensure they meet all current regulatory criteria and discuss with the CEO and Artistic Director as necessary. The CEO and Artistic Director will be responsible for ensuring that any other contracts for supplies of any nature for sale to teachers and learners do not include any reference to mandatory requirement for teachers/learners to purchase.

*This policy has been agreed by the ISTD Council of Management, is reviewed on a regular basis, and any amendments other than to contact details, have been confirmed by them.*