



Scottish Official Board of Highland Dancing

Continuing Professional Development Requirements - Guidance Document

Each adjudicator is responsible for the following

- To keep an accurate and ongoing record of their Continuing Professional Development (CPD); and
- To achieve at least 10 hours of CPD in the year to 31 October; and
- To achieve at least 5 hours from Approved CPD activities; and
- To attend at least 2 different Approved CPD events; and
- To complete the log of CPD hours for the period from the 1 October 2015 to 31 October 2016 (the 13 month period applies for the 2015-2016 year only) in accordance with the Scottish Official Board of Highland Dancing (SOBHD) CPD guidelines; and
- To submit the log to the SOBHD office no later than 31 October.

Refer below for detailed pointers on each of these responsibilities.

Consequences of failing to achieve this responsibility

- Failure to fulfil the above CPD requirements for one year will result in the adjudicator being removed from the championship panel. They may be reinstated on the list for the subsequent calendar year provided sufficient CPD hours have been completed, and evidenced to the SOBHD via a CPD log.
- Failure to fulfil the above CPD requirements for a period of two years will result in the judge being removed from the judges' panel for the following calendar year. They may be reinstated on the list for the subsequent calendar year provided sufficient CPD hours have been completed, and evidenced to the SOBHD via a CPD log.
- In circumstances where insufficient CPD hours have been completed and evidenced to the SOBHD, via the CPD log submitted by 31 October, for more than three years, the adjudicator must resit and pass the judges examination before their name will be reinstated on the panel.

Completion of log

- The log is available for download from the members' section of the SOBHD website; brief completion notes together with a worked example are included in the download for your guidance.
- The log is available in several different formats, to assist those judges not familiar with Excel. All formats of the log are acceptable.
- The entire log (i.e. the summary sheet, the approved CPD table and the personal development table) must be completed in full.
- CPD hours must be split into Approved and Personal CPD activities; recording each these categories of activities in the appropriate part of the log.
- Ensure full details are given of the Approved CPD activity; clearly showing the venue, organiser and brief description.
- The log should only contain CPD activity for the reporting period, from 1 October 2015 to 31 October 2016 (the 13 month period applies for the 2015-2016 year only).
- All judges are encouraged to list all CPD activities they undertake, however it is recognised that some judges may have excessive CPD hours, in these cases not all activities need to be listed, provided the CPD requirements have been met.



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Completion of log cont'd

- The log includes an optional Competition and Evaluation Form. Judges are encouraged to complete this to maintain a record of the competitions adjudicated during the period; and to reflect and self-evaluate their *judging performance* or highlight areas which may need clarified.
- It should be clarified that time spent judging or scrutineering **does not qualify** as CPD hours – neither Approved nor Personal Development.
- The declaration must be signed in the appropriate box; either to confirm that the CPD requirement has been fulfilled in the year to 31 October; or to acknowledge that the CPD requirement has not been met.

Detailed pointers on the responsibility of each adjudicator

To keep an accurate and ongoing record of their Continuing Professional Development (CPD)

- Adjudicators should continually keep their log updated; the completion of this log should not be left to the end of the required period. Judges who leave the completion of the log to the end of the submission period may find it difficult to fully recall the exact timing of CPD elements of meetings attended. Maintenance of the log on an ongoing basis will render the completion much easier.
- Reference should be made to SOBHD's/subsidiary board's or overseas body's website to confirm the number of hours from a particular event that qualifies as Approved CPD.

To achieve at least 10 hours of CPD in the year to 31 October

- CPD activities are broken into two separate types – Approved CPD activities and Personal CPD activities. Each activity has a separate page in the log. Adjudicators are required to achieve a minimum of 10 hours of CPD in total.

To achieve at least 5 hours from Approved CPD activities

- Each adjudicator must achieve at least 5 hours of Approved CPD. Refer to the definition below for what exactly is considered to be Approved CPD activities.
- Details of the Approved CPD activity must be entered in the appropriate section of the log – description of the event; venue and lecturers.
- Adjudicators must confirm the number of CPD hours that can be claimed for the activity, by reference to the website of the SOBHD; recognised Examining bodies or within the auspices of a subsidiary body and/or overseas examining body which is represented on the subsidiary board. It is unlikely that the full meeting will be eligible as Approved CPD.

To attend at least 2 different Approved CPD events

- Approved CPD hours must come from two different occasions. Therefore, it would not be possible to achieve the required minimum of 5 hours from one event/venue: e.g. attendance at weekend workshop with various approved CPD activities would represent one event, as would a meeting which included championship lecture and a separate technical session on judging; whereas attendance at two separate Judges Meetings would represent two different events.



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To complete the log of CPD hours for the period from the 1 October 2015 to 31 October 2016 in accordance with the SOBHD CPD guidelines

- The CPD period runs from 1 October 2015 to 31 October 2016 (the 13 month period applies for the 2015-2016 year only). Hence the attendance at championship step lectures in November 2016 would start the judge off in the accumulation of their CPD hours for the next year; rather than being used to amass the necessary hours for the current year.

To submit the log of to the SOBHD office no later than end of 31 October

- Judges are encouraged to return the log as soon as the log has been completed, to avoid delays in issuing the Judges Panel Lists.
- The log must be submitted by the 31 October.

What is considered to be Approved Continuing Professional Development activities?

- **Technical content at Judges Panel Meetings** - Attendance at *technical** and *judging methodology** sessions at *pre-advertised** Judges Panel Meetings. Judges meeting to include at least one hour of *technical** issues in addition to any discussions, unless the meeting is held as part of a conference where other technical lectures are available; and must follow the Judges Meeting template as approved by the SOBHD.
- **Technical content at Examiners Meeting** - Attendance at *technical** sessions of *pre-advertised** Examiners meetings organised by one of the recognised Examining bodies.
- **Technical content at SOBHD Committee meetings** - Attendance at the SOBHD Technical and Judges Committee meetings, these are both committees of the SOBHD and should not be confused with Judges Panel Meetings.
- **Attending *pre-advertised** lectures** - Attendance at *pre-advertised** lectures conducted by one of the recognised Examining bodies or within the auspices of a subsidiary body and/or overseas examining body which is represented on the subsidiary board. The lectures must be on *technical** matters as defined below.
- **Attending dancer workshop involving other professionals** - Attendance at *pre-advertised** dancer workshop conducted by one of the recognised Examining bodies or within the auspices of a subsidiary body and/or overseas examining body which is represented on the subsidiary board; or at workshops, sanctioned by the SOBHD. The workshop must be on *technical** matters as defined below and involve other professionals.
- **Conducting technical lectures** - Conducting *pre-advertised** *technical** lectures to dancers and/or to or involving other fellow professionals.
- **Other** - Attendance at *pre-advertised** events, involving 2 or more adjudicators or qualified dance teachers, during which *technical** matters are demonstrated or discussed. Notes of these meetings should be retained by all attendees and be available for inspection if requested by the SOBHD.
- **Other** – Completion of Approved CPD study section of the Judges online revision facility on the SOBHD website: www.sobhd.net. Refer to the website for specific information on the hours that can be claimed for this revision. Adjudicators must submit their certificate(s) of completion with their completed log before this activity will be considered to be Approved CPD.



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Definitions

- **Technical** – Lectures or discussions on Highland, National, Jig, Hornpipe, Choreography; this could include old steps, scripted dances, basic anatomy, structure, function and preparation of the body as it relates to the requirement of Highland Dancing.
- **Judging methodology** – Discussions pertaining to the act of judging: e.g. discussion on the application of penalties, how different judges approach adjudicating very large groups.
- **Pre-advertised** – Lectures or events must be pre-advertised either through the medium provided by the SOBHD; recognised Examining bodies or within the auspices of a subsidiary body and/or overseas examining body which is represented on the subsidiary board. It is, however, recommended that all lectures or events are pre-advertised on the SOBHD website. All adjudicators must sign an attendance register at these lectures or events; these registers and the report of the meeting must be forwarded to the SOBHD together with a note of the approved CPD hours that can be claimed for the attendance at this event.
- **Two events** – Judges must have achieved Approved CPD from two different occasions/venues: e.g. attendance at weekend workshop with various approved CPD activities would represent one event, as would a meeting which included championship lecture and a separate technical session on judging; whereas attendance at two separate Judges Meetings would represent two different events.

What is considered to be Personal Continuing Professional Development?

Teaching - Teaching Highland, Scottish National, Hornpipe or Jig within one's own school; note it is only necessary to identify the first 5 hours of teaching in year.

Personal study - Personal study of technical books used for the studying for the SOBHD judge's examination.

Preparing lectures - Preparation for delivering *technical** lecture, refer above for definition.

Examining - Examining on behalf of one of the recognised examining bodies.

Online lectures etc. - Accessing online lectures, including the SOBHD Judges Revision Practice session, modules, podcasts, discussion forums etc. organised by the Board or Board affiliated committees or sub-committees.

Others - Informal meetings and discussions on Highland, Scottish National, Hornpipe or Jig technique, with fellow adjudicators or fully qualified dance teachers. Preparing pupils for theory and practical examinations (including professional examinations).



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Tips

- Judges should plan their CPD activity in advance at the commencement of the year, to ensure that they identify at an early stage in the year the key Approved CPD Events.
- Judges in isolated areas can arrange “pre-advertised” meetings with at least one other professional. Meetings can be arranged and publicised through the medium provided by the SOBHD; recognised Examining bodies or within the auspices of a subsidiary body and/or overseas examining body which is represented on the subsidiary board. Provided 2 or more judges or qualified dance teachers are in attendance, and that a report of the meeting is forwarded to the SOBHD, the technical content of these meetings are a verifiable Approved CPD event. The SOBHD reserve the right to request copies of these minutes to support the CPD hours allocated to these meetings.
- Judges should only be accounting for the Approved CPD elements of any meeting; it is not possible for the full agenda to be considered to be eligible to count towards Approved CPD.
- The SOBHD, its subsidiary overseas bodies and Examining bodies are continually looking to develop the CPD opportunities available. Judges must ensure that they keep abreast of what is on offer, through the SOBHD or their local organisation’s Website.
- Judges are required to gain their CPD requirements from the attendance at more than one event/occasion. Hence judge can attend two judges meetings, this will equate to two events; also attendance at both a judges’ and examining body’s meeting will also equate to two events. Therefore the full 5 hours could not be achieved by attendance at one event, even if there is more than one CPD activity at this particular event.

The Competition and Evaluation form encourages judges to reflect after a competition, and to self-evaluate their performance to identify if there are any lessons to be gained from the judging experience. The SOBHD will not use the comments noted in the Competition and Evaluation form. The Reflective Evaluated Comments are purely for the judges personal records; and hence do not need to be returned with the log.