



Education
Funding
Agency

Dance and Drama Awards: Guide for 2013/14 (New Students)

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Introduction

1. This guide provides information to providers offering Dance and Drama Awards (DaDA) provided by the Education Funding Agency (EFA). It should be read in conjunction with the *2013/14 Dance and Drama Awards Scheme Q&A for Providers (New Students)*. Only providers who have successfully applied and been approved to administer the Dance and Drama Awards from 2013/14 will be eligible to offer Awards to new students.
2. This guide covers Awards issued to new students starting a course in the 2013/14 academic year.
3. Students continuing on their course from 2011/12 and 2012/13 will continue to be supported to the end of their courses under the existing scheme rules and against the existing income scales. In this respect providers should still refer to the *Requirements for Providers 2012/13* document as this will remain unchanged for 2013/14. The Learner Support Service will continue to administer the Income Assessed Student Support Fund to these students for support towards their maintenance costs and the student fee contribution.
4. Students who are new in 2013/14 will have their household income assessed by providers to determine the level of financial support they will receive towards the costs of both fees (normally once for the length of the course) and maintenance (on an annual basis).
5. Disabled Students Allowance (DSA) will be available to new students in 2013. New students should apply for DSA support via the Learner Support Service, using the same process as for continuing students.
6. Providers will receive an allocation of funding consisting of two elements. The first element will cover the fees for continuing students. The second element will be for the fees and maintenance for new students. The allocations for continuing students and new students are ring-fenced – funding cannot be transferred between the two allocations. In exceptional circumstances, and only with prior approval from the EFA, providers may be able to add any ‘surplus’ funding from their continuing students’ allocation to their allocation for new students.
7. All students with Awards must be registered on a course that leads to the approved qualifications by Trinity College London: Level 5 and 6 Professional Diplomas in Dance, Acting and Musical Theatre.
8. Only providers whose provision is assessed as Outstanding (Grade 1) or Good (Grade 2) at Ofsted inspection will be eligible to offer Awards.
9. Awards are made up of two income-assessed elements:
 - support towards tuition fees;
 - support towards living costs.
10. Funding for fees and maintenance for new starters is paid directly to the schools by the EFA.

Eligibility

Age

11. To be eligible to receive an Award in the 2013/14 academic year, new students must be aged 16 or over at the start of the academic year to apply for a dance course and aged 18 or over at the start of the academic year to apply for an acting course.

Residency

12. Awards can only be offered to new students who satisfy one of the following conditions:

- they are a British Citizen and have lived in the UK for at least three years prior to the start of the course;
- they have 'settled status' and have been ordinarily resident in the UK, for at least three years prior to the start of the course;
- they are a national of any European Union (EU) country or the spouse or civil partner or child of an EU national, and have been ordinarily resident in the EEA or Switzerland for at least the three years prior to the start of the course;
- they are an EEA migrant worker who has the right to work in the UK, or the spouse or civil partner or child of an EEA migrant worker, who has been ordinarily resident in the UK at the start of the course, and have been ordinarily resident in the EEA or Switzerland throughout the three years prior to that; or
 - a child of a Swiss national who is ordinarily resident in the UK at the start of the course and have been ordinarily resident in the EEA or Switzerland for the three years prior to that; or
 - a child of a Turkish migrant worker who has the right to work in the UK and who is ordinarily resident in the UK at the start of the course and have been ordinarily resident in the EEA, Switzerland or Turkey for the three year period prior to that;
- they have been granted 'refugee status' by the UK Government, or are the spouse or civil partner or child of someone with 'refugee status', or have been granted Humanitarian Protection, or have EU Temporary Protection.

DaDA maintenance support is only available to students ordinarily resident in England, Scotland or Wales. Students from Northern Ireland and EU countries are not eligible to receive maintenance support.

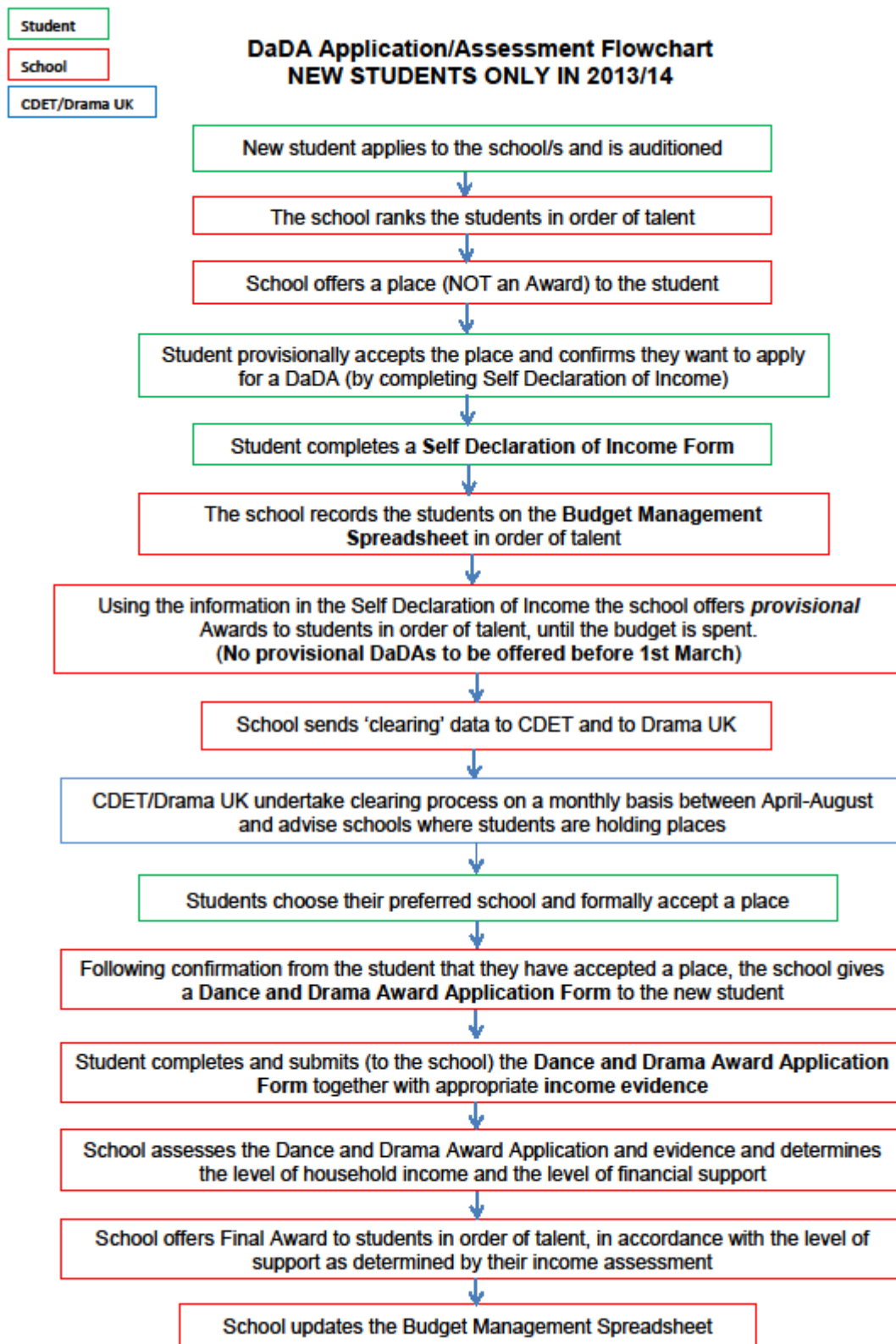
13. Awards should be given only to students undertaking the Level 5 and 6 Professional Diplomas in Dance, Acting and Musical Theatre by Trinity College London.

Allocations to Providers

14. The funding provided by the EFA is intended to make a contribution towards the tuition costs of the training provided by schools.
15. All providers will receive their DaDA allocation by mid February 2013. The funding is for providers to manage at their own discretion but in accordance with the criteria set out in this Guide and the *2013/14 Dance and Drama Awards Q&A for Providers (New Students)* document. The new students' allocation will be calculated based on historical trends in take-up by income band meaning that each provider should be able to afford to support a similar number of students as they have done historically.
16. Allocations will be made in two payments: approximately two-thirds (70%) will be paid in August 2013 and the remaining one-third (30%) will be paid in April 2014.
17. Any provider administering the DaDAs may use up to 5% of the total (new students) allocation to meet administration costs.
18. Providers are expected to manage their own allocation and should decide whether they need to hold a small contingency fund. The EFA will not hold a central contingency fund.
19. Providers should note that any underspend in 2013/14 will be reconciled at the end of the academic year – underspend cannot be carried forward into subsequent years. Full details of the reconciliation process will be issued separately.

Application, Income Assessment and Payment of DaDAs

20. The first and over-riding criterion for allocation of an Award is that students are judged at audition to have the most talent and potential to succeed in the profession.
21. When auditioning students, providers must implement the “*Auditioning and Interviewing for Dance and Drama Courses Code of Practice and Guidance on Devising an Appeals Procedure*” (2nd edition) produced by the Council for Dance Education and Training (CDET) and Drama UK. Providers must clearly set out the procedures students must follow to audition for an Award.
22. When offering provisional and final Awards, providers should follow the process set out in the DaDA Application/Assessment Flowchart on the following page which sets out the application and assessment process from the point the student applies through to the final Award being offered. Providers should record students on the budget management spreadsheet in order of talent and ensure that the assessment data is kept up to date.



23. When income-assessing an application for an Award, the student's household income from the previous tax year should be taken into consideration (for the 2013/14 academic year this is the 2012-13 tax year). This can be evidenced by a Tax Credit Award Notice, receipt of benefits or evidence from employment (P60, P9D, P11D) or self-employment.

Unearned income such as shares/investments, savings, pensions and income from rental property should also be taken into account when assessing a student's application.

24. The income assessment for the tuition fees should normally last for the duration of the course however schools have discretion to re-assess fees at the end of an academic year (not in-year) where there has been a dramatic change of circumstances for example where the change is long term and not subject to fluctuation or where the change has occurred for the whole of the previous academic year.

25. Assessment for maintenance funding should be carried out on an annual basis and the student will need to submit a new application for maintenance support each academic year. Only in exceptional cases, such as disability or death of a parent or carer, can a student's application be re-assessed in-year. A student may also be re-assessed in-year should their circumstances change and they become an 'independent' student.

26. Once an application has been assessed and evidence checked, eligible students should be notified in writing of the amount of tuition fees and maintenance funding they will receive. Where a student is not offered an Award, the provider must write to the student explaining the reasons for this, setting out details of the appeals procedure. If the student believes that the process used to come to this decision contains irregularities, they must be given the right to appeal under the provider's procedures. If a fault is found on the part of the provider, they must compensate the student appropriately.

27. While written confirmation of an award should not be given until the application has been assessed and evidence checked schools will want to make provisional DaDA offers at an earlier stage as above. The likely amount of the Award can be communicated to the student from the published income assessment scales, but it should be made clear that this award is provisional only and has been worked out on the basis of the household income declared by the student – the Award is therefore subject to verification and confirmation at a later stage.

28. Continued receipt of an Award should be conditional on the student meeting agreed standards set by the provider, for example, relating to attendance, behaviour and progression.

29. Maintenance payments should be paid directly to the student. Providers are free to determine the frequency of payments to students however it is recommended that providers make payments in installments, for example, on a termly basis. This will ensure that students do not receive funding that they are not entitled to. Where a provider issues a large amount of funding to a student, this payment is issued at the provider's own risk. Additional funding cannot be claimed from the EFA in the event that a student leaves prior to the end of the academic year.

Communications, Governance and Monitoring

30. Providers are responsible for ensuring that information about DaDA is available to students through their literature and websites and that this information is up to date and complete.

31. Administration and allocation of DaDAs will be subject to the EFA's audit process.
32. Providers should maintain accurate and up to date records of students and funding for audit purposes and in order to provide accurate management information (MI).
33. At the end of October 2013, providers will need to submit an in-year MI return about the new students in receipt of DaDA funding in 2013/14.

At the end of the 2013/14 academic year, providers will also be asked to complete and submit an end of year MI return to support the monitoring of DaDA. Full details about the MI requirements will be made available to providers separately. The Q&A document sets out the type of information that providers are expected to retain.

34. The EFA may withdraw, at any time, Awards and funding from any provider that fails to comply with all aspects of this Guide, Health and Safety, Equal Opportunities or any other legal requirements applying to the institution or if it is not able to provide sufficient evidence that it is financially viable.
35. Awards and funding may also be withdrawn where the provider fails to meet the qualification requirements of the DaDA scheme i.e. no longer being validated by Trinity College to offer the Diploma Level 5 and 6 qualifications and to maintain levels of quality, relevance to employers' needs and the standards of performance that are currently set for the Awards.
36. In the event that a provider ceases operation, students will be allowed to transfer to another provider offering DaDAs, with prior agreement of the EFA. In these circumstances the EFA will fund the remaining period of their Award at the same rate at their new provider.

Further Information

37. Further information on the DaDA scheme is available on
 - The Department for Education website
www.education.gov.uk/childrenandyoungpeople/youngpeople/studentsupport/a00203099/dada-scheme
 - GOV UK website
www.gov.uk/dance-drama-awards



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