



Education  
Funding  
Agency

# **Dance and Drama Awards Guide**

**2014 to 2015 academic year**

**February 2014**

# Contents

Introduction	3
DaDA in the 2014 to 2015 academic year	3
Student eligibility	4
Age	4
Provision	4
Residency	5
Allocations to Institutions	5
Application, Income Assessment and Payment of DaDA funding	6
Application	7
Income assessment	7
DaDA Application/Assessment Flowchart – New Students Only in academic year 2014 to 2015	8
Payment of DaDA funding	10
Communications, Governance and Monitoring	10
Management Information returns	10
Audit and scheme protection	10
Further Information	11

## Introduction

1. This guide provides information to institutions offering Dance and Drama Awards (DaDA) provided by the Education Funding Agency (EFA). Only institutions who have successfully applied and been approved to administer the Dance and Drama Awards in the 2014 to 2015 academic year are eligible to offer Awards to new students.
2. This guide covers funding for students starting a course in the 2014 to 2015 academic year and students who started a course in the 2013 to 2014 academic year.
3. Students continuing on their course from the 2012 to 2013 academic year will continue to be supported to the end of their courses under the previous DaDA scheme rules, i.e. in the 2012 to 2013 academic year or before. In this respect institutions should still refer to the Requirements for Providers 2012/13 document as this will remain unchanged for the 2014 to 2015 academic year. The Learner Support Service (LSS) will continue to administer the Income Assessed Student Support Fund for these students for support towards their maintenance costs and the student fee contribution.

## DaDA in the 2014 to 2015 academic year

4. Students who are enrolling with the institution to start their course in the 2014 to 2015 academic year have their eligibility for support and the amount of financial support they are eligible to receive assessed by the institution. Household income is used to determine the level of financial support for both fees and maintenance.
5. The income assessment undertaken by the institution for the 2014 to 2015 academic year will normally be used to confirm the amount of fee support for the whole of the student's course. However, an income assessment must be undertaken each year to establish the amount of maintenance support the student is entitled to receive. In 2014 to 2015 therefore, institutions are required to undertake income assessments for new starters and for students who started their course in the 2013 to 2014 academic year and who are returning to their second year in 2014 to 2015.
6. Disabled Students Allowance (DSA) will continue to be available in 2014 with no changes to the existing process. New students should apply for DSA support via the LSS, using the same process as for continuing students.
7. Institutions will receive an allocation of funding for the 2014 to 2015 academic year that consists of two elements. The first element is for fees for students continuing from the 2012 to 2013 academic year. The second element is for fees and maintenance for a) students enrolling with the institution for the first time in the 2014 to 2015 academic year and b) students continuing from the 2013 to 2014 academic year.

8. The two elements of the allocation are ring-fenced. Funding cannot be transferred between the two elements. In exceptional circumstances, and only with prior approval from the EFA, institutions may be permitted to add any 'surplus' funding from element one (students continuing from the 2012 to 2013 academic year) to element two (students starting in 2014 to 2015 or continuing from 2013 to 2014).

9. In the 2014 to 2015 academic year, the EFA is introducing an element of flexibility into the DaDA allocation. Feedback from institutions on the first year of the new scheme arrangements has highlighted that, on completing all full income assessments, some institutions have found they have funds remaining which are not sufficient to provide the full amount of support an additional student is entitled to on the basis of their household income. Under the current arrangements, this funding cannot be utilised as each student must be given the exact amount of support they are entitled to. However, institutions will now be permitted to provide partial funding, i.e. to offer a lower amount of support to a talented student(s) but only where funds are remaining after all full income assessments have been completed.

10. The EFA will issue an allocations letter to each institution which confirms the amount of funding in each element and the total amount of DaDA funding given to the institution. Allocations will be made to institutions in February 2014.

## **Student eligibility**

### **Age**

11. To be eligible to receive DaDA funding in the 2014 to 20145 academic year, students must be aged between 16 and 23 at the start of the academic year to apply for a dance course and aged between 18 and 23 at the start of the academic year to apply for an acting course.

12. Institutions are reminded that from the 2014 to 2015 academic year a maximum age limit for DaDA support applies, reflecting the policy for students aged 24 plus by the Department for Business, Innovation and Skills. Only students aged between 16 and 23 will be eligible for DaDA support in the 2014 to 2015 academic year. New students aged 24+ will no longer be eligible for support, and will need to seek funding from an alternative source.

### **Provision**

13. Only students enrolled on the Trinity College London (TCL) Level 5 and 6 Professional Diplomas in Dance, Acting and Musical Theatre are eligible to receive DaDA funding.

## Residency

14. DaDA funding can only be given to students who satisfy one of the following residency conditions:

- they are a British Citizen and have lived in the UK for at least three years prior to the start of their course;
- they have 'settled status' and have been ordinarily resident in the UK, for at least three years prior to the start of their 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 their 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 their 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 their 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 their 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.

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

## Allocations to Institutions

16. DaDA funding provided by the EFA is intended to make a *contribution* towards the tuition costs of the training provided by institutions. It is not intended to cover the costs in full.

17. Institutions should manage the DaDA funding allocation at their own discretion, including deciding whether they wish to allocate all funding or hold a small contingency fund to respond to issues later in the year but in accordance with the criteria set out in this document.

18. The allocation element for students starting in 2014 to 2015 and who started in 2013 to 2014 (element two) is calculated based on historical trends in take-up by income

band. Each institution should be able to afford to support a broadly similar number of students as they have done historically.

19. Allocations will be made in two instalments: approximately two-thirds (70%) will be paid in August 2014 and the remaining one-third (30%) will be paid in April 2015.

20. Institutions may use up to 5% of the total allocation of funding to meet their administration costs.

21. Institutions should note that any underspend in the 2014 to 2015 academic year will be reconciled by the EFA in-year in April and at end of the academic year. Underspends cannot be carried forward into future years. Full details of the reconciliation process will be issued separately by the EFA.

22. As noted at para 9 above, from the 2014 to 2015 academic year institutions will be permitted some flexibility in their allocated DaDA funding for new students at their discretion to provide partial funding for talented student(s) where the institution is not able to provide the full support the student is entitled to on the basis of their household income due to insufficient funds being available.

23. This flexibility has been introduced following feedback from institutions on the first year of the new scheme arrangements and is intended to help institutions to support talented students whom they identify require financial help in order to participate or to continue to participate.

24. Institutions must ensure they clearly communicate to students/parents how they are utilising this flexibility, if they choose to do so, in order to ensure their use of DaDA funding remains clear and transparent. Institutions must ensure that any partial funding awards are given only after all students applying for DaDA support have been fully income assessed and the full process set out at paras 25 to 36 below has been completed.

## **Application, Income Assessment and Payment of DaDA funding**

25. The first and over-riding criterion for allocation of DaDA funding is that students are judged at audition to have the most talent and potential to succeed in the profession.

26. When auditioning students, institutions must implement the "*Auditioning and Interviewing for Dance and Drama Courses Code of Practice and Guidance on Devising an Appeals Procedure*" (2<sup>nd</sup> edition) produced by the Council for Dance Education and Training (CDET) and Drama UK. Institutions must clearly set out the procedures students must follow to audition for a place and DaDA funding.

27. Institutions may offer a) provisional awards and b) final awards. Provisional awards may be offered by an institution before a student formally accepts a place at the institution; however no provisional awards should be offered to students prior to the 1<sup>st</sup> March. Final awards can only be offered when the student has formally accepted a place at the institution and where the completed Dance and Drama Award Application form has been fully income assessed.

28. The DaDA Application/Assessment Flowchart on page 8 sets out in broad terms the application and assessment process for funding. The Flowchart is for indicative purposes only and the EFA recognises that individual institutions' processes may vary in some measure from the process below.

## **Application**

29. There are two types of application forms that institutions should use to assess the amount of DaDA funding a student is eligible to receive. The *Self-Declaration of Income* form should be used to initially assess the student's household's financial circumstances to determine an indicative level of support they may be eligible to receive. This form should be completed by the student when a provisional place at the institution has been offered to them.

30. Once a student has formally accepted their place at the school, they must complete the main DaDA application form to determine the final amount of funding a student is eligible to receive. Funding can only be confirmed after the full income assessment has been completed and institutions should ensure that students fully understand this.

## **Income assessment**

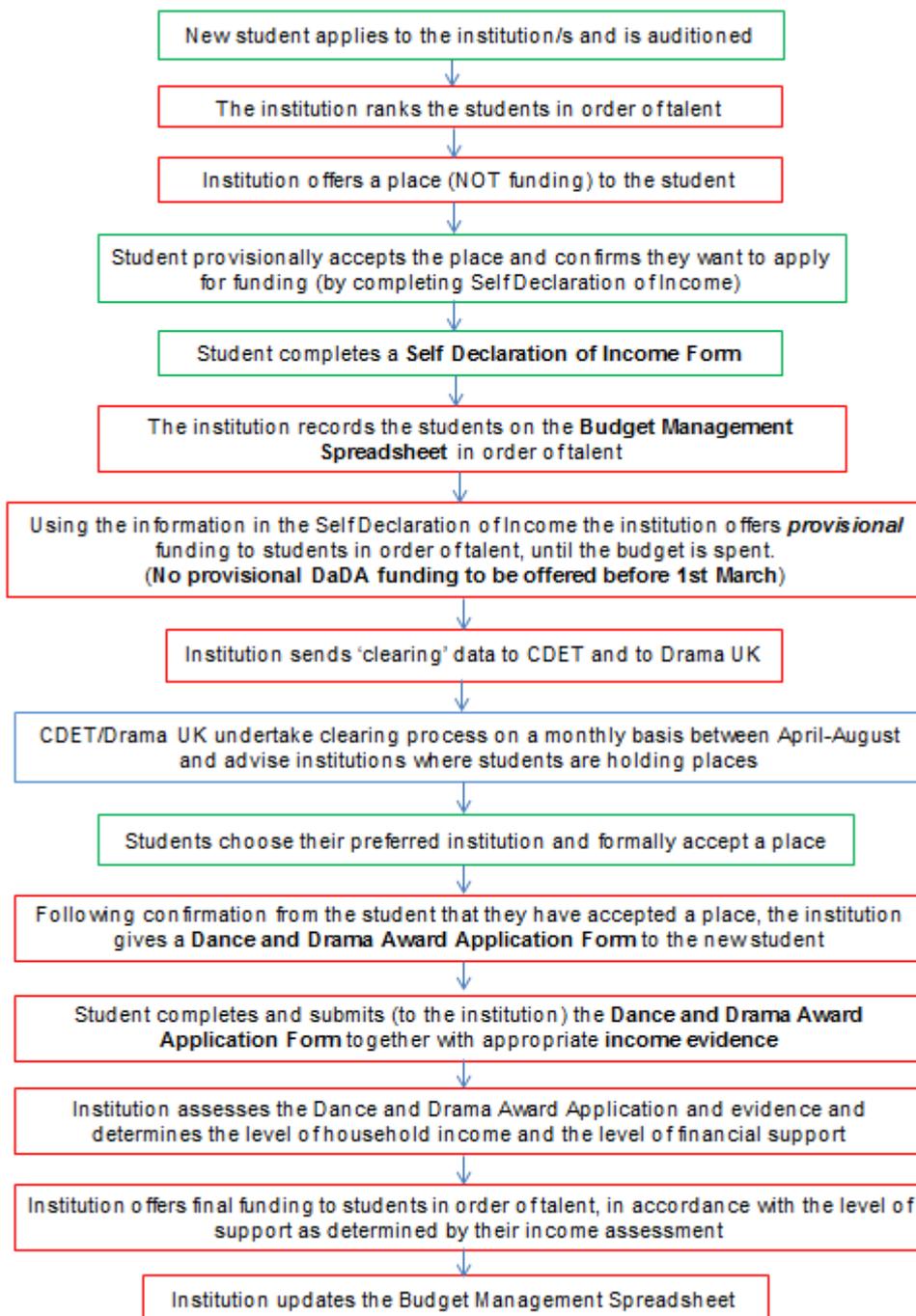
31. The student's household income from the previous tax year is used to undertake the income assessment to establish eligibility for DaDA funding. For the 2014 to 2015 academic year this is the 2013 to 2014 tax year. Income can be evidenced by a Tax Credit Award Notice, receipt of benefits or evidence from employment (P60, P9D, P11D) or self-employment. Unearned income such as shares and investments, savings, pensions and income from rental property should also be taken into account when assessing a student's application.

## DaDA Application/Assessment Flowchart – New Students Only in academic year 2014 to 2015

Student

Institution

CDET/Drama UK



32. The income assessment undertaken at the start of the student's course for tuition fees should normally last for the duration of the student's course. However institutions have the discretion to re-assess fees at the end of the academic year (but not in-year) where the student can provide evidence that there has been a dramatic change of circumstances, for example, where there has been a long term change which affects their current circumstance or where the change has occurred for the whole of the previous academic year.

33. Income assessment for maintenance funding must be undertaken on an annual basis and students are required to submit a new application for maintenance support each new academic year.

34. 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 be re-assessed in-year if their circumstances change and they can provide evidence that they have become an 'independent' student. To be assessed as an independent student, a student must meet be able to provide evidence that they are either married; have financially supported themselves for three years or more; are the natural or adoptive parent of a child who lives with them; have no living parents; or are estranged from their parents. An independent student reassessment is undertaken on the student's household income and that of their spouse or partner (if they have one).

35. When the student's application has been fully assessed and the evidence they have supplied has been checked, institutions should notify students who are eligible for funding in writing to confirm the amount of tuition fees and maintenance funding they are entitled to receive. Where a student is not offered DaDA funding, the institution must write to the student explaining the reasons for this, setting out details of their 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 institution's procedures. If the institution is found to be in error, they must compensate the student appropriately.

36. While written confirmation of DaDA funding should not be given by the institution until the application has been assessed and the evidence checked, institutions may wish to make provisional DaDA offers at an earlier stage (see para 27 above). The provisional amount of DaDA funding can be communicated to the student by the institution on the basis of the information supplied by the student on the self-declaration form judged against the published DaDA income assessment scales, but it must be made clear that this amount is provisional only and is on the basis of the household income initially declared by the student. The institution must make clear that the funding amount quoted to them is not guaranteed but is subject to verification and confirmation via the main application form at a later date.

## Payment of DaDA funding

37. Institutions should make maintenance payments directly to students once they have been fully assessed as eligible for DaDA funding. Institutions are free to determine the frequency of payments to students; however it is recommended that payments are made in installments, for example, on a termly basis. This will ensure that students do not receive funding that they are not entitled to, for example, if they withdraw from their course part way through the year. Where an institution issues a large amount of funding to a student, they should be aware that this is at their own risk. No additional funding can be claimed from the EFA in the event of any overpayment to students by institutions.

38. Institutions should make clear to students that continued receipt of funding is conditional on the student meeting agreed standards set by the institutions, for example, relating to attendance, behaviour and progression.

## Communications, Governance and Monitoring

39. Institutions 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. The EFA will regularly review and update its' [student facing and institution focused information](#) on the gov.uk website.

## Management Information returns

40. At the end of October 2014, institutions will be required to submit an in-year MI return to provide data on students in receipt of DaDA funding in the 2014 to 2015 academic year.

41. In July 2014, i.e. at the end of the 2014 to 2015 academic year, institutions will be required to complete and submit an end of year MI return to support the monitoring of the DaDA scheme. An in year reconciliation will be carried out in April 2015 and at the end of the academic year. Full details about the reconciliation process and the MI requirements will be communicated to institutions separately.

## Audit and scheme protection

42. Administration and allocation of DaDAs will be subject to the EFA's audit process.

43. Institutions should maintain accurate and up to date records of students and funding for audit purposes and in order to provide accurate management information (MI). This includes recording students in receipt of DaDA funding on the budget management spread sheet for the 2014 to 2015 academic year.

44. The EFA may withdraw, at any time, DaDA funding from any institution 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.

45. DaDA funding may also be withdrawn where the institution fails to meet the qualification requirements of the DaDA scheme i.e. it is no longer validated by Trinity College London as eligible to offer the Level 5 and 6 Diploma qualifications and to maintain levels of quality, relevance to employers' needs and the standards of performance that are currently set for the DaDA.

46. Institutions will be subject to governance and audit regimes which include the requirement for Ofsted inspections and the publication of inspection reports. They must also permit any person authorised by the Office for Standards in Education (Ofsted) to inspect the institution and afford to such person all the facilities they may reasonably require for making such an inspection as and when required. <sup>1</sup>

47. Only institutions whose provision is assessed as Outstanding (Grade 1) or Good (Grade 2) at Ofsted inspection will be eligible to offer Awards. Institutions graded 1 or 2 for overall effectiveness will normally be inspected within 6 years of their last inspection. However, Ofsted will review the Self-Assessment Returns (SARs) that institutions complete on an annual basis and, in line with the risk assessment process set out in Ofsted's Handbook for the inspection of further education and skills, Ofsted may undertake earlier inspections if analysis of the SAR, or other intelligence received, identifies potential risks or issues. The EFA will cease to fund current institutions if they do not maintain their levels of quality unless there are exceptional circumstances.

48. Ofsted inspection would be undertaken in line with the Common Inspection Framework and other guidance current at that time. The current [Common Inspection Framework](#), [handbook for inspections](#) and the [supplementary guidance for the inspection of dance and drama colleges](#) can be viewed on Ofsted's website.

49. In the event that an institution ceases operation, students will be allowed to transfer to another institution with DaDA funding with prior agreement of the EFA. In these circumstances the EFA will fund the remaining period of the student's support at the same rate at that which applies at the new institution.

## Further Information

50. [Further information](#) on the DaDA scheme is available on GOV UK website

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<sup>1</sup> In accordance with section 131 and 132 of the [Education and Inspections Act 2006](#)



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