2013/14
Dance and Drama Awards Q&A for Providers (New Students)

March 2013
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Introduction

This document is for the 19 specialist private dance and drama institutions who administer the Dance and Drama Awards Scheme (DaDA). These institutions are referred to as ‘providers’ throughout this document.

This Q&A is designed to be read in conjunction with the Dance and Drama Awards Scheme: Guide for 2013/14 (New Students). They are part of a suite of documents to support providers administering the Dance and Drama Awards Scheme to new students in the 2013/14 academic year.

This document is designed as a reference for providers where they require answers to specific questions. It does not repeat information that is provided in the Guide.

Please note where links are given to external websites, the Department for Education (DfE) or Education Funding Agency (EFA) is not responsible for the content or reliability of linked-in websites and it does not necessarily endorse the views expressed within them.
Eligibility

Residency

1.1 What does ‘settled status’ mean?

‘Settled status’ means having either indefinite leave to enter or remain (ILE/R) or having the right of abode in the UK.

1.2 Do we need to ask for evidence of residency status? What is acceptable evidence?

The DaDA Application Form enables students to self-declare their residency status. Should a provider have reason to suspect that the student has incorrectly declared their residency status, they should ask the student to present evidence in support of their application, for example: passport, Immigration Status Document or stamped Home Office Letter.

1.3 Are there some students who are not eligible to apply for a DaDA based on their residency status?

Yes. Asylum seekers or students with discretionary leave or exceptional leave to enter or remain are not eligible to apply for an Award. Students from the Isle of Man, the Channel Islands and international students e.g. from USA, Australia, Japan are also not eligible to apply.

Valid Provision

1.4 What happens if a provider offers HE qualifications as well as FE?

The EFA DaDA scheme is a Further Education (FE) programme and Awards cannot be made available for students to undertake Higher Education (HE) degree courses.

If a provider offers both FE and HE provision and a student in receipt of an Award wishes to register and complete a HE degree in addition to the Trinity College London Diploma (Levels 5 & 6), the provider must make clear to the student:

- that the Award is given to the student so they can complete the Trinity College London Qualification (the DaDA offer letter must state clearly which Trinity qualification the student is studying for) and that any other study is voluntary and in addition to the Trinity Qualification;
- which parts of the course they must complete to receive the Trinity qualification and which part for the degree;
- what the extra costs are for registering on the degree course;
- that any work they undertake to complete the degree must be secondary to working towards their Awards training and Diploma.
1.5 Can DaDA students apply for a student loan?

No. DaDA students are not eligible to apply for a student loan and it is very important that they understand they must not receive financial support from both the DaDA scheme and from a HE student loan. Schools must ensure that students are aware of this and that where double-funding is identified, the student will be required to return any overpayments.

1.6 How can we ensure that students understand which funding they can apply for?

Providers who offer HE courses must ensure that students applying for Awards understand the correct funding stream for their course. These providers must ensure that all Awards students sign a written declaration to say that they have read and understood these rules and that they cannot, under any circumstances, be varied. This declaration should be retained for audit purposes for 6 years by the provider’s administrator. A copy of the letter to give to students is shown in Annex 1.

Administration of the Awards

2.1 How do we allocate Awards to students?

Students must be informed in writing when they are offered a Provisional and Final Award. The notification to successful students must include information about:

- the qualification the Award relates to and that it is funded through the vocational route;
- the length of the course and the total amount of funding for the Award;
- any additional funding that will be provided by the school;
- details of any maintenance funding the student is entitled to and when payments will be made.

Some DaDA students may be required to make a contribution towards their tuition fees and they should be informed of this amount in writing by the provider once their application form has been processed. The fees payment should be requested from the students by the provider.

2.2 When can providers start offering Awards to students?

Following completion of the Self Declaration of Income (by the student), providers can offer provisional Awards only. No provisional Awards should be offered before 1st March each year in any instance.

Final Awards can only be offered when the student has completed the Dance and Drama Award Application form and completed a full income assessment. Providers should also refer to the Application/Assessment flowchart and the CDET and Drama UK clearing process.
Providers should also note that they must not make offers of Awards to students that exceed the amount of funding allocated to the school; and make clear to any students if they are to be placed on a reserve list to receive an Award and where they have been placed on the list.

2.3 Can providers take a student’s accredited prior learning (APL) into consideration when allocating an Award?

Yes, providers may, in accordance with any guidance issued by the accrediting body, offer an Award to a student which is shorter than the full length of the course which they are taking where a student has prior learning through experience or training which would allow them to gain the qualification in a shorter period of time. Providers must satisfy Trinity College London that students have appropriate prior learning.

2.4 What happens if a student leaves; can the Award be re-allocated?

If a student (who started their course in the 2013/14 academic year) chooses to leave a course before the end of the period of his or her Award, (or if the award is withdrawn for any reason) the provider may offer that Award to another eligible student who also started their course in the 2013/14 academic year. Awards should not be vacant for more than one full term, and the Award should be re-allocated to another student as soon as the outgoing student has left the course i.e. part way during a term or from the start of the following term.

Students that are offered Awards as substitutes for the original student must:

a) have reached the minimum age for Awards on the course they wish to take at the date they are selected as a substitute student;

b) have been judged to have the most potential to succeed in the profession at the same group of auditions/interviews as that at which the original student’s ability or aptitude was demonstrated; or, where no such selection is possible, at any other group of auditions.

The duration of the Award will not be extended in these circumstances and the provider must ensure that the substituted student can complete his or her training and achieve his or her qualification within the remaining life of the Award.

The provider must keep a record of the start and end dates of study for the original student and the date that he or she was replaced by the substitute student for MI and reconciliation purposes.

Where an Award is transferred to another student it should be offered to the next person on the list, in the same way as Awards are made at the audition/application stages, and the budget monitoring sheet kept up-to-date accordingly.

Where a student (who holds an Award) started their course in 2011/2012 or 2012/2013 and leaves the course early, the Award can be passed only to another “continuing” student. In exceptional circumstances it may be possible to add any ‘surplus’ funding from returned continuers’ Awards to the budget for new students, however providers must obtain EFA approval for this in the first instance.
Under no circumstances can the budget for new students’ be used to support any students who started a course in 2011/12 or 2012/13.

2.5 Can students have more than one Award?

Students can only receive one Award. However they may be eligible to apply for a second Award if:

a) they were prevented from completing the course for which they were selected due to circumstances outside their control, i.e. such as illness or injury; or

b) it becomes apparent that after having been selected for one course e.g. a ballet course, a different course would be more beneficial to their continued development i.e. a musical theatre course. In this case the transfer would normally be expected to take place in the first year of training. Students may not transfer from their existing school to a new school and remain/start on the same course and qualification.

2.6 How can students apply for a second Award?

In all instances, approval for a second Award must first be sought from the EFA. Providers should note that the following conditions apply in all cases where approval is granted for students to be offered a second Award:

- the second Award must not be for a period which would provide more than 4 academic years in total of training with an Award;

- second Awards that are approved and offered to students who started a course prior to 2013/14 must come from the provider’s allocation of continuing Awards. Second Awards that are approved and offered to students who started a course in 2013/14 must come from the provider’s budget for new students’. Additional Awards/funding are not available from the EFA for this and Awards do not transfer with students if they move to an another provider;

- a student should not normally be considered for a second Award if they have already completed a course with an Award, or have had an Award withdrawn from them.

The provider wishing to offer the second Award should complete the EFA D3 form and return it to the EFA for approval before making an offer to the student. A copy of this form will be sent to providers at the beginning of each academic year.

Any second Awards given without approval may be withdrawn at any time and the provider will be expected to honour any arrangement with the student at their own cost. This is in accordance with the scheme rules.

2.7 Can we withdraw an Award from a student if they do not make good progress?

Students in receipt of Awards are expected to make appropriate progress in their training, and to abide by the rules of their provider at all times.
Where students fail to meet these conditions, the provider may, after having discussed the situation with the student (verbal warning) and after issuing a formal written warning, withdraw the Award. However, students should be given the right to appeal the decision.

Where a provider does withdraw an Award they may re-allocate that Award to another student.

2.8 What happens where a student has been assessed as having part of their fees paid by an Award, but does not pay their contribution towards the tuition fees?

If a student doesn’t pay their contribution to school fees in accordance with the school’s normal terms and conditions the school may expel them - and the award can be re-allocated to the next student on the list and monitored through the budget management sheet in the normal way.

2.9 Are providers able to charge students e.g. for auditions?

Audition Fees

One of the key criteria for the Awards is that they are available to the most talented students at audition. A high level of audition fee may prevent students from applying for Awards.

However, providers may charge students audition fees a maximum of £35 to prevent large numbers of abortive applications.

Registration Fees

Registration fees could act as a barrier to students from low income families.

Previously students who were offered an Award were not charged a registration fee. From 2013/14, as a condition of the DaDA, students who apply for an Award must not be charged a registration fee. Neither should providers charge potential DaDA students to hold a place.

However, recognising that 2013/14 is the first year of the new DaDA arrangements, schools are permitted to use their discretion when determining their registration fees policy for the 2013 intake only – i.e. whether their criteria to ‘not charge’ is for applicants who “apply for” or who are “offered” Awards.

Where a school chooses to charge a registration fee, they must refund any fees paid when a student accepts a DaDA.

Miscellaneous

Providers may not make extra charges to DaDA students for tuition and other expenses related to the course.
2.10 Can every DaDA student apply for help with maintenance (living) costs?

No, students can only apply for extra help with their maintenance costs if they are ordinarily resident in England, Scotland or Wales at the beginning of the academic year, and have been ordinarily resident for the last three years. Where any part of the three-year period of residence has been wholly or mainly for the purpose of receiving full-time education, eligibility is limited to those who were ordinarily resident in the EEA immediately prior to that three-year period.

Students from Northern Ireland (NI) should apply directly to the Department of Employment and Learning (details below) for maintenance support and additional tuition fees if necessary. Students should be advised to check the closing date for NI Further Education full time applications on the Department’s website, as late applications may not be considered.

Northern Ireland
Student Finance Section
Western Education and Library Board
1 Hospital Road
OMAGH
Co Tyrone
BT79 0AW

Tel: 028 82 411411/411499
Email: student.awards@welbni.org
Website: www.welbni.org/index.cfm/do/StudFinFE

Students living in other countries in the EU should be advised to contact their home country to find out what extra help is available to them.

2.11 Can we backdate funding where a student submitted a late DaDA application?

No. Applications for DaDA funding can only be backdated to beginning of the term in which the application is received, provided the application is received in the correct academic year. If a student sends in an application form in Term 2 or 3 it should only be backdated to the beginning of Term 2 or 3 and not the beginning of the academic year. This applies to both tuition fees and any maintenance payments.

2.12 Can providers accept applications from students for the previous academic year?

No. Providers should not accept applications from a previous academic year once a new academic year has begun. Applications should be submitted and assessed in the correct academic year they relate to.

Only in very exceptional circumstances can a previous year’s application be assessed in a new academic year. Once a provider’s academic year has ended in either July or August, no fees and maintenance applications should be assessed after this date.
2.13 Can a new student apply for Disabled Students Allowance (DSA)?

Yes, new students can apply for DSA by completing an application form which should be sent it to the Learner Support Service at the following address:

Freepost
RSLX-CAZR-RHLY
Dance and Drama Awards
Learner Support Service
Birmingham
B24 9FD

2.14 Are there any changes to how DSA is assessed and paid?

There are no changes to how DSA applications are assessed and paid.

Providers must be aware that students should not arrange any DSA related support until the Learner Support Service (LSS) has confirmed in writing the type and level of support available to them. All students must have had an Assessment of Needs completed before confirmation of any support can be sent.

Any DSA invoices that are received by the LSS prior to approval and written confirmation being sent to the student will not be paid and will be returned.

2.15 Can we offer an Award which does not cover the whole length of the student’s course?

Providers should usually offer Awards to students that cover the full length of their course. If a provider chooses to offer an Award that does not cover the whole length of their course, they must provide funding to ensure that the student can complete their course (including any period not covered by the Award) under the same DaDA terms and conditions and the provider must ensure that the student continues to receive help with their fees and/or maintenance after the Award has expired.

Where a student leaves a course early and an Award becomes vacant, the Award must not be transferred to another student who already has an Award that is shorter than their course (i.e. to top-up the student’s Award). This would be classed as the student receiving a second Award.

2.16 Are students eligible to apply for housing benefit?

No. DaDA students will not be eligible to receive housing benefit because under schedule 6 of the Education Reform Act 1988, the DaDA qualifications are classed as “advanced” level i.e. because they are above level 3.

2.17 Will maintenance payments to students affect family income in relation to benefits?

The Department for Work and Pensions (DWP) has advised that only students who claim benefits in their own right may be affected i.e. where receipt of maintenance support will affect their benefits.
If, from the full DaDA application form it is clear that a student is in receipt of benefits in their own right, the provider should make them aware of this. The student will need to seek advice from their DWP benefits office to see if being in receipt of any DaDA maintenance payments may affect their benefits.

**Allocations and payment of Awards**

### 3.1 How has the 2013/14 allocation for new students been calculated?

The new student allocation has been calculated based on historical trends in the numbers of students taking up a DaDA in each of the income bands, meaning that each provider should be able to afford to support at least a similar number of students as they have done historically, assuming these trends continue.

**Income Assessment**

### 4.1 Do we need to income assess students for fees and maintenance support each year?

Support for the fees element of the Award should be assessed once and will normally last for the duration of the student’s course. Students will need to apply for maintenance funding each academic year.

Schools have the flexibility/discretion to re-assess (for fees only) at the end of an academic year (not in-year) where there has been a dramatic change of circumstances i.e. where the change is long term and is not subject to fluctuation, or where the change has occurred for the whole of the previous academic year; for example, if there has been a relationship breakdown between the adults in the household who have a caring responsibility, a re-assessment may be undertaken for the new academic year based on those adults who will be remaining in the household, if it is deemed appropriate. We strongly recommend that providers do not re-assess for instances of a parent being made redundant, as this is usually a temporary/short-term situation. However, this may be taken into consideration if the redundancy was for a long enough period of time to affect the income of the previous tax year.

In-year re-assessments (i.e. during an academic year, rather than at the end) of income should only be considered in cases where the death or disability of a responsible adult or partner occurs.

If a dependent student becomes independent part way through their course, then a re-assessment of their new status may also be carried out in-year.

### 4.2 At what point do we carry out the income-assessment?

Refer to the DaDA Application/Assessment flowchart for details of this process shown in Annex 2.
4.3 What is the budget management tool/spreadsheet?

The budget management tool is a spreadsheet that has been developed to assist providers manage their DaDA funding. In 2013/14 the budget management spreadsheet should be used to monitor only those new students that start a course in September 2013. Guidance on how to use the spreadsheet is incorporated within it. Providers should note that they may need to develop their own additional systems for monitoring their budget - the budget management spreadsheet may not cover every eventuality.

4.4 What happens when the last student on the list cannot be fully afforded?

Schools can only fund students up to the point of their budget being fully utilised. Providers should consider whether any remaining amount should be retained as a contingency fund. Providers should only offer part-awards if they are prepared to top-up the funding with their own scholarship for the duration of the course.

4.5 What should we do if we find instances of fraud with regard to income–assessment?

If it is identified or alleged that fraudulent details have been supplied on either the self-assessment form or the main Dance and Drama Award income assessment application form, it is the responsibility of the provider to investigate and, if necessary, to take recovery action for any overpayments made.

Whistleblowing

The EFA and DfE take all concerns relating to financial irregularity or impropriety seriously and will instigate an investigation where it considers that concerns have been raised in good faith and there is sufficient evidence to warrant it.

Below is the link to the DfE whistle-blower guidance.

https://www.education.gov.uk/aboutdfe/policiesandprocedures/a00216932/raising-financial-irregularity-fraud-concerns

Communications, governance and monitoring

5.1 Will providers continue to be inspected by Ofsted?

Yes, all providers must comply with the EFA requirements on inspection and the publication of inspection reports. They must also permit any person authorised by the Office for Standards in Education (Ofsted) or the EFA, the Secretary of State and their agents 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.

Only providers whose provision is assessed as Outstanding (Grade 1) or Good (Grade 2) can be considered for the Awards. The EFA will cease to fund current providers if they do not maintain their levels of quality unless there are exceptional circumstances.
Providers must send a copy of their SAR to the EFA by 1st November 2013. The SAR may be forwarded to Ofsted by the EFA and may be used to inform judgements about the effectiveness of a college’s / school’s quality assurance.

5.2 What data will providers have to submit to the EFA and when?

Providers must have administrative procedures in place which record the following:

- numbers of applications received and offers of places;
- numbers of students auditioning for Awards and places;
- numbers of students offered Awards;
- numbers of students accepting Awards;
- course and qualification for which the Award has been offered;
- numbers of students in each of the living arrangements/income bands
- total spend against the new students’ budget;
- total spend for fees;
- total spend for maintenance;
- learner diversity (age, gender, disability and ethnicity);
- numbers of early leavers and substitutions of Awards;
- completion rates of students awarded diploma;
- completion rates of students not awarded diploma;
- graduate destination data;
- numbers of EU, Scottish and Welsh students.

Providers will be expected to submit an in-year 2013/14 Management Information (MI) return in October 2013 and an end of year 2013/14 MI return in October 2014. Full details about the data collection arrangements will be issued in March 2013.

5.3 Will a provider have to submit Financial Information?

For monitoring and evaluation purposes the EFA, the Secretary of State and his agents, the Department for Education, the National Audit Office, Representatives of the European Commission and the European Court of Auditors, the Audit Commission and the Inspectorate will have the right to visit all or any site(s) and view operations relating to the provision and to inspect relevant documents and interview students and the provider’s staff during any visits.

The EFA is required to carry out financial health assessments of all of its providers and this is a routine aspect of the contracting process. The work will normally involve EFA Assurance and Financial Monitoring Team auditors requesting copies of providers’ annual financial statements and/or reports from established credit reference agencies, to inform a risk assessment for contracting purposes. Further information may be requested if needed to fully inform an assessment. If a DaDA provider is not able to provide sufficient evidence that it is financially viable the EFA can reduce or withdraw allocations from that provider.
To enable financial reconciliation to be undertaken at the end of each academic year, providers will be asked to submit details of actual spend.

5.4 Will providers be audited?

The EFA’s External Assurance (EA) Team is responsible for providing assurance on DaDA providers’ internal controls and use of funds. All DaDA providers with whom the EFA contracts are subject to EA Team work on a risk assessment basis and a sample of DaDA providers will be selected for audit each academic year.

For DaDA providers, the audit work undertaken will normally involve a risk assessment of providers’ control systems for administering the programme and an element of detailed transaction testing. Audit testing is normally carried out on a sample basis and the EFA may recover funds found to be in error, calculated on an actual or extrapolated basis.

This work will be carried out by EA Team auditors visiting the provider for one or two days on a cyclical basis. Low risk providers will normally have one visit in a three year cycle. Where audit work identifies significant findings, more frequent visits may be made to support providers in improving their control systems and to ensure that funding is used for the purposes for which it is given.

EA Team auditors will also be carrying out checks to ensure that DaDA awards have been made based on talent.

Providers should have administrative procedures that record DaDA applications and awards. These records should comprise a fully and accurately completed application form, including a residency self-declaration, copies of any evidence requested for the purposes of determining eligibility, details of the income assessment and funding awarded, any relevant lodgings evidence, and evidence of independent status if the student has been assessed as such.

For audit purposes, hard or scanned copies of all documentation should be kept for a period of 6 years in a safe and secure manner that meets Data Protection requirements.

5.5 Will a provider be expected to monitor Equal Opportunities?

Providers will, in delivering provision under the DaDA scheme, demonstrate that it has had regard to the duties placed on the EFA by The Equality Act 2010 (under Schedule 19). Legislation, regulation and policy provide a framework within which the EFA will strive to promote equality of opportunity for all learners, irrespective of their age, race, gender, religion or belief, sexual orientation, disability including physical or learning abilities. The delivery of provision should comply with the principles set out in the Equality Act 2010.

Providers must take account of equality of opportunity across all aspects of their provision. The EFA expects that policies for equality of opportunity are in place and published in appropriate formats, available to both staff and learners. Additionally, statements summarising these policies should be made available in all promotional marketing materials.
EFA funded providers are required to maintain records of learner diversity including age, gender, disability and ethnicity. This information should be made available to the EFA or its agents upon request. The EFA expects that providers will analyse this data in respect of participation, retention and achievement. Where there are areas of concern, providers should take steps to address these, by setting up and monitoring performance.

5.6 What are the providers’ responsibilities in terms of data protection?

The Data Protection Act (DPA) applies to all providers who deal with students’ applications for funding as the information is classed as sensitive personal data.

The DaDA providers will become Data Controllers and will therefore need to be registered with the Information Commissioner’s Office – further information can be found on the website - [http://www.ico.gov.uk/Default.aspx](http://www.ico.gov.uk/Default.aspx)

In this respect, providers are responsible for ensuring that they comply with the DPA.


The 8 data protection principals can be found on the following link - [http://www.legislation.gov.uk/ukpga/1998/29/schedule/1](http://www.legislation.gov.uk/ukpga/1998/29/schedule/1)

5.7 What about transmitting personal data?

The provider will be responsible for compliance of the Data Protection Act when transmitting personal data. Any sensitive and personal data that is transmitted via email should be encrypted beforehand and the password sent in a separate email.

5.8 Will providers have to display information about the DaDA scheme on their websites?

Yes, providers will be expected to display information about the DaDA scheme including details of the scheme, how to apply for an Award and the level of funding a student might be eligible to receive. Providers will be expected to keep this information up to date at all times.

5.9 To what extent might the arrangements change again in 2014/15 as a result of scheme monitoring?

EFA and the Department for Education will monitor the implementation of the new arrangements in 2013/14. This will enable schools, CDET and Drama UK to share lessons learnt and good practice examples, particularly around local income assessment and the clearing processes helping to improve further local management arrangements from 2014/15 and beyond.

The scope of this monitoring is to provide an opportunity to improve the way the new arrangements are being implemented. However, the principles of income assessment and local administration by schools are fixed and will not be revisited as a result of monitoring the scheme.
Letter for providers to give to students taking HE and FE courses

INFORMATION FOR STUDENTS WITH DANCE AND DRAMA AWARDS

Congratulations on being offered a Dance and Drama Award, to support you with the costs of learning on your chosen course.

The purpose of Dance and Drama Awards is to fund Further Education (FE) provision at levels 5 or 6. It offers students greatly reduced fees and eligibility to apply for extra help from the Income Assessed Student Support Fund.

Your school also offers degree course provision. Being in receipt of an Award does not stop you from entering into any other voluntary arrangement with your school to study additionally for a degree. Therefore, if in addition to pursuing the Trinity College London Diploma courses you also decide to register and complete a Higher Education (HE) degree, you may do so providing that this remains secondary to your Awards Training and Diploma.

However, Government funding rules mean that you must not take up your Dance and Drama Award and receive any HE support at the same time. If you do you will be required to immediately repay any HE student support that you have received. This includes applying for HE Disabled Students Allowance (DSA).

STUDENT DECLARATION

I have read and understood that in accepting a Dance and Drama Award, I am not eligible to apply for Higher Education (HE) student support (including Disabled Students Allowance) from either my Local Education Authority or from Student Finance England. If I do claim or receive HE student support, I understand that I will be required to repay the student fees and loan.

Signed: ____________________________________________________________

Name (Block Capitals): ________________________________________________

Date: __________________________________________________________________

Please now return this declaration to your school. They will give you a copy and keep one for their records.
DaDA Application/Assessment Flowchart
NEW STUDENTS ONLY IN 2013/14

New student applies to the school/s and is auditioned

The school ranks the students in order of talent

School offers a place (NOT an Award) to the student

Student provisionally accepts the place and confirms they want to apply for a DaDA (by completing Self Declaration of Income)

Student completes a Self Declaration of Income Form

The school records the students on the Budget Management Spreadsheet in order of talent

Using the information in the Self Declaration of Income the school offers provisional awards to students in order of talent, until the budget is spent. (No provisional DaDAs to be offered before 1st March)

School sends ‘clearing’ data to CDET and to Drama UK

CDET/Drama UK undertake clearing process on a monthly basis between April-August and advise schools where students are holding places

Students choose their preferred school and formally accept a place

Following confirmation from the student that they have accepted a place, the school gives a Dance and Drama Award Application Form to the new student

Student completes and submits (to the school) the Dance and Drama Award Application Form together with appropriate income evidence

School assesses the Dance and Drama Award Application and evidence and determines the level of household income and the level of financial support

School offers Final Award to students in order of talent, in accordance with the level of support as determined by their income assessment

School updates the Budget Management Spreadsheet