**Check list for Filming**

1. Firstly, you MUST have your class plan signed off before you film, this will avoid any referrals due to not including the correct criteria within the class.
2. Once you have had your session plan complete you need to film a group of 5-12 participants in an appropriate teaching environment e.g. Studio / Gym / Private studio / Hall
3. Please make sure all participants can be seen as well as yourself for the whole duration of the filming
4. I would recommend you place the camera to the side or back of the room away from the stereo but so you can be heard
5. You can not use a mic for your filmed assessment unfortunately so you need to project your voice so that you can be heard on film
6. Please start the camera from when people start arriving and then leave it running all the way through the class until they leave. Do not worry that it will film people getting set up or you getting set up or packing away.
7. At the start of the class please show your photo ID to the camera and state your full name and the qualification you are taking.
8. Introduce yourself to your group (even if they know you well) and verbally screen them (you do not need them to complete PAR-Q’s on film)
9. Cover health & safety of the room and facilities as well as any COVID regulations in place and make sure everyone has water & knows where the bathrooms are.
10. Give a brief overview of the session before you start so they are aware of what will be required
11. Feel free to move around the group to correct technique and observe them clearly throughout
12. Don’t forget to ask them how they feel? during your class, are they warm? Where can they feel the exercises?
13. Think about the group’s observation of you – can they see you clearly? Could you demo some moves from a side profile?
14. At the end of your session make sure you bring the group up to standing and then ask them for feedback on who they felt during the class, which exercises they enjoyed and want to work on more and which they found challenging. Then if you can give them a little bit of feedback on their progress
15. Make sure you watch your filmed assessment back to check it has recorded the whole class and you are happy with what you are sending in
16. Upload to VIMEO, DROPBOX, YOU TUBE etc and send me the link please make sure if you send in a video which is password protected it needs to be visible for Danni Evans to view as well who is our Internal Verifier. Danni’s email is - [danjamjosh@aol.com](mailto:danjamjosh@aol.com)
17. Please send your fully completed LAP in with your filmed assessment even though I may have marked and signed off parts already and I will get back to you with feedback within 28 working days

**Many thanks Kelly Reed**

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