

MUSICAL THEATRE FITNESS

ASSESSMENT APPEALS PROCEDURE

1. Purpose and Scope

This Appeals Procedure applies to all instructors and learners undertaking assessment to deliver programmes under **Musical Theatre Fitness** and **Kids Musical Theatre Fitness** (collectively referred to as “Musical Theatre Fitness” or “MTF”).

It outlines the process by which an Instructor may appeal against:

- The conduct of the assessment process
- The assessment decision
- The application of assessment criteria

All Instructors who enrol on training and agree to undertake assessment will receive:

- Full written assessment instructions
- Clear assessment criteria
- Access to support prior to assessment
- A defined timeframe for completion

Successful completion of training and assessment is mandatory to become a licensed Musical Theatre Fitness Instructor or Kids Musical Theatre Fitness Instructor.

This procedure applies to:

- Online Training Programme Instructors (90-day programme)
 - One-Day Training Course Instructors
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2. Assessment Routes

A. Online Training Programme (90-Day Completion Window)

Instructors completing the online training programme must complete their assessment within 90 days of enrolment (or within 7 days of expiry, subject to prior agreement in writing).

Assessment options are as follows:

Option 1 – Live Assessment (Online or In Person)

- A mutually agreed assessment date will be arranged with the Directors of Musical Theatre Fitness.

- The Instructor will deliver a live class either:
 - Via Zoom live stream, or
 - In person at their venue (where agreed).
- A minimum of 2–3 participants is recommended.

During assessment, the Instructor must:

- Deliver a full Musical Theatre Fitness **OR** Kids Musical Theatre Fitness session
- Demonstrate knowledge of safeguarding procedures
- Demonstrate understanding of managing technical difficulties
- Explain how and when to escalate safeguarding or operational concerns

Assessment Criteria:

The Instructor must demonstrate:

- Excellent knowledge of the set choreography
- Clear verbal instruction and explanation of track modifications
- Strong client engagement and energy management
- Clear behaviour expectations and rule setting
- Working knowledge of Musical Theatre Fitness Policies & Procedures
- Safe practice in line with health & safety requirements
- A fun, inclusive and engaging class environment

Option 2 – Pre-Recorded Class with Live Participants

- The Instructor must record a full Musical Theatre Fitness **OR** Kids Musical Theatre Fitness class in a safe environment.
- A minimum of 3 adults **OR** children must participate.
- All participants must complete a PAR-Q form.
- The session must demonstrate: warm-up, games (where appropriate), cardio/strength tracks, and cool down/stretch.

The same assessment criteria apply as in Option 1.

The recording must be submitted within the agreed timeframe.

B. One-Day Training Course Assessment

Instructors attending the one-day training course will complete their assessment at the end of the training day.

- The Instructor will deliver a Musical Theatre Fitness track provided in advance as pre-learning.
- The assessment will be delivered to fellow participants and the Directors.

Assessment Criteria:

The Instructor must demonstrate:

- Excellent knowledge of the set choreography
 - Clear verbal instruction and track modification guidance
 - Strong client engagement
 - Working knowledge of MTF Policies & Procedures
 - Ability to set up and troubleshoot technical equipment
 - Understanding of safeguarding and escalation procedures
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3. Assessor Requirements

All assessors will:

- Hold a discipline-specific qualification equivalent to or above the level being assessed
- Have relevant industry experience
- Demonstrate active engagement in Continued Professional Development (CPD) within the last two years
- Declare any conflicts of interest

Where appropriate, a second assessor may be appointed during an appeal review to ensure fairness and impartiality.

4. Grounds for Appeal

An Instructor may appeal where they reasonably believe:

1. The assessment process was not conducted in accordance with the published criteria.
2. The assessor acted in a biased, inappropriate or unprofessional manner.
3. The Instructor was not given a fair opportunity to demonstrate competence.
4. An unavoidable circumstance outside the Instructor's control materially affected performance (e.g., serious technical failure, illness, safeguarding incident).
5. There was an administrative error in recording or communicating results.

Appeals will not be upheld solely on the basis of disagreement with professional judgement where the assessment criteria were correctly applied.

5. Appeals Procedure

Step 1 – Submission

- Appeals must be submitted within **48 hours** of receiving the assessment outcome.
- Appeals must be made in writing via email to:
musicaltheatrefitness@gmail.com
- The appeal must include:
 - Full name
 - Training route (Online or One-Day)

- Assessment date
- Detailed grounds for appeal
- Any supporting evidence

Late appeals may be considered only in exceptional circumstances.

Step 2 – Acknowledgement

- MTF will acknowledge receipt within **3 working days**.
 - An independent review (where possible) will be conducted by a Director or appointed senior representative not involved in the original decision.
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Step 3 – Review

The review may include:

- Examination of assessment paperwork
- Review of recorded footage (if applicable)
- Interview with the original assessor
- Interview with the Instructor (if required)

MTF reserves the right to request additional evidence.

Step 4 – Outcome

A written outcome will normally be provided within **14 working days** of acknowledgment.

Possible outcomes:

1. **Appeal Not Upheld** – Original decision stands.
 2. **Appeal Upheld (Partial)** – Opportunity to re-submit specific elements.
 3. **Appeal Upheld (Full)** – Reassessment offered with a different assessor where possible.
 4. **Administrative Correction** – Outcome amended if error identified.
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6. Reassessment Limits

- Instructors are permitted a maximum of **three assessment attempts** in total.
- Reassessments must normally take place within 14 days of the appeal outcome (unless otherwise agreed in writing).

If an Instructor does not successfully pass after the third attempt:

- Their Instructor licence application will be declined.
- Any provisional contract or agreement will be terminated.

- Re-enrolment on a future training course will be at the discretion of MTF and may incur additional fees.
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7. Legal and Compliance Considerations

- Musical Theatre Fitness operates in accordance with UK equality legislation and will not discriminate on the grounds of protected characteristics under the Equality Act 2010.
 - Reasonable adjustments will be made for Instructors who disclose disabilities or additional needs prior to assessment.
 - All assessment records, appeal submissions and outcomes will be retained securely in accordance with UK GDPR and Data Protection legislation.
 - Safeguarding concerns identified during assessment will be handled in accordance with MTF Safeguarding Policy and may override appeal timelines where necessary.
 - Nothing in this procedure affects statutory rights.
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8. Confidentiality

All appeals will be handled confidentially. Information will only be shared with individuals directly involved in the investigation and resolution of the appeal.

9. Final Decision

The decision made following the formal appeal review is final. Musical Theatre Fitness is not obligated to offer further internal review beyond the process outlined above.



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