

**CORE TRAINING FOR INSTRUCTORS PROGRAMME
TRAINING FOR TRAINERS**

**GUIDELINES FOR USE OF VIDEO IN TRAINING AND FOR SUBMISSION AT
COURSE COMPLETION**

The following points should be considered when making video recordings for use during the CTI Course.

Ideally, someone other than the Trainee should be responsible for the recording, to allow the Trainee to concentrate on the class. When the Trainer is attending the class in person or via a video conferencing medium such as Zoom, it may not be necessary to video the class. However, the use of video should still be considered as a useful training tool and as preparation for the final video submission.

A - Using video technology as part of the training process

1. The Trainee should explain to the class or group that the videos are being made for the sole purpose of assisting in his/her training, and will only be seen by the Trainee and his/her Trainer.
2. For the purposes of the Trainer's continuing development, the video of the final lesson, which is submitted to the RSCDS office, may also be reviewed by a Moderator. Once the moderation of the Trainer is complete, the video will be destroyed.
3. The Trainee must ensure that the members of the class agree to being videoed and that the video consent form is completed (form CTI-13). The form should be kept by the Trainee and shared with the Trainer when requested.
4. Any device may be used that can capture a video recording of the class in a format that can be shared with the Trainer.
5. Keep the camera in a fixed position, at eye level or above.
6. Check that the camera picks up the sound of the Trainee's voice above the level of the music. If necessary, try different camera positions to improve the balance of voice and music.
7. Ensure that the camera captures both the Trainee and as much of the class as possible at the same time.
8. Try to ensure that the venue is sufficiently well lit to see the Trainee and the dancers clearly without having glare bounce off the participants or the floor. The venue should have blinds or curtains to eliminate patterns of sunlight, if necessary, and the background should not be distracting.
9. Ensure that recording is taking place before the Trainee starts teaching.
10. It may be better to video agreed elements of a lesson to submit to the Trainer than try to record a complete lesson. This will reduce the size of the files for sharing, making it faster and less prone to breakdown of the transfer process.

11. The final video for submission should be a 40–50 minute lesson as described in Syllabus Section F. Breaking the video into sections of around 20 minutes in length will aid file transfer. Use natural breaks in the lesson and restart the recording before the Trainee begins speaking again to ensure that all aspects of the class are captured.

B – Sharing video-recordings with the Trainer

1. There are a number of options for sharing videos and the Trainee and Trainer will need to discuss and agree which option works best for them.
2. **WeTransfer** <https://wetransfer.com> is a straightforward, free, file-sharing solution, which lets users share large files of almost any format (up to 2 GB). The sender inserts their e-mail address and the recipient's e-mail address, adds any message, attaches the file, and sends. The recipient gets an e-mail with a link to download the file. Step by step instructions are available on the next page
3. Dropbox, Google Drive and OneDrive are all file sharing platforms in common use that you could also consider.
4. Another option is to upload to YouTube as an unlisted video, accessible only to people with the YouTube link. The link can then be shared with the Trainer. This has the advantage of being able to upload larger files and the Trainer does not need to download the video to view it.
5. Google Photos also allows sharing to specific individuals via a link, using an app on a mobile device to upload a video directly from the device to the service.
6. Be aware that uploading videos can take some time. It may help to avoid using other programmes or devices while uploading if possible.
7. If there are difficulties with uploading large files, consider recording at a lower resolution, or converting the file to a lower resolution, or file format that is smaller (e.g. MP4).

C - Preparing a video for submission at Course Completion

1. The general principles described above apply.
2. The video should be recorded by someone other than the Trainee, and shared with the Trainer in the usual way.
3. The Trainer will complete the Trainer Feedback form in the usual way, and submit it to the RSCDS office.
4. The Trainer will upload the recording to the site designated by the RSCDS Office - contact the RSCDS Office for information regarding where and how to upload the video.
5. The video and Trainer Feedback Form may be selected for a Review by a Moderator

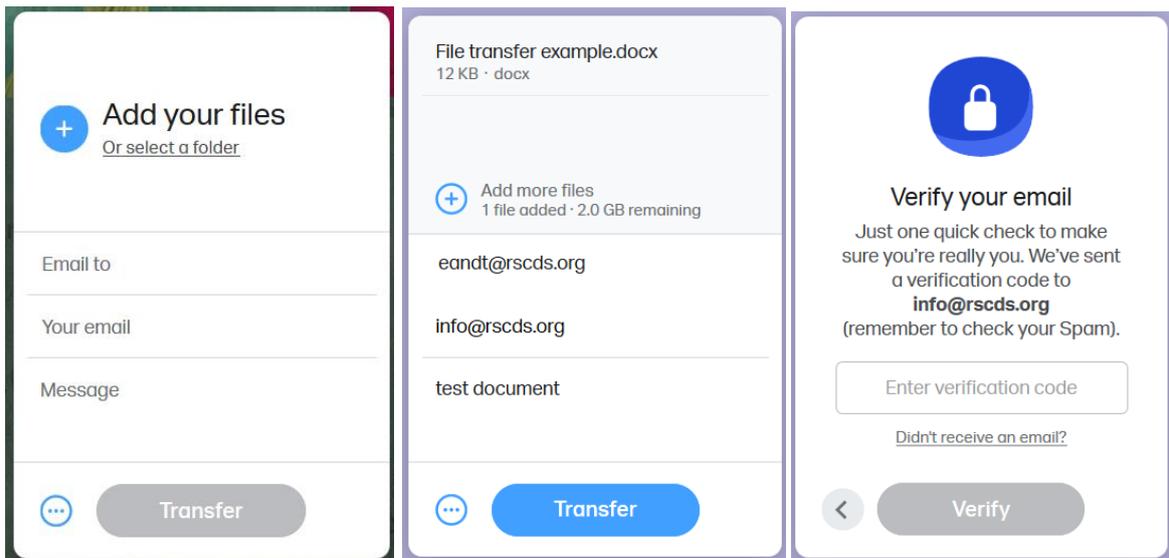
Instructions for using We Transfer

Open <https://wetransfer.com>

You may be asked if you wish to create an account, you do not need to do this. However, you may wish to do so to save having to get a verification code each time you transfer files.

Type in the recipient's email and your own email

Add your video file and press transfer. You will then need to verify your email using the code sent to you.



The process may be slightly different depending on what device you are using.

You will be sent an email when the transfer is complete and also when the recipient has downloaded the video.