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#### Overview

This standard is about making sure that you are able to recognise not only where you should be developing your own skills, but also what aspects of your professional practice can be outsourced to enable you to concentrate on your sessions. If you are under-resourced, to reflect on this and think creatively about how to re shape your dance offer to be clear about what you can and cannot take on.

For example, in running a private dance school the dance leader might identify that they lack skills in managing the accounts but cannot afford an accountant other than to manage end of year accounts. There may however be a parent who would be willing to volunteer support to the dance school by doing some administrative tasks to keep finance records up to date thus resourcing a gap in the skills of the dance leader.

Alternatively, the freelance dance practitioner may have difficulty in keeping up with their diary and may look to use free open source software online to manage their administrative tasks whilst they are on the move. They may also make new negotiations in their contracts with a clarity on what they would like managers to set up for them, in terms of marketing their programme, instead of taking on the responsibility for the advertising of their dance programme alone.

## CCSDL23

### Reflect on and resource your professional delivery

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#### Performance criteria

- You must be able to:*
- P1 check that you dance programmes are sufficiently resourced
  - P2 identify what support you get in your professional delivery and how it benefits you
  - P3 identify the administrative support you need in your professional delivery and plan how you can outsource this with or without financial resources as necessary

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### Knowledge and understanding

*You need to know and understand:*

- K1 the importance of being reliable in your professional delivery
- K2 the importance of thinking creatively about how to resource your dance programmes for the future bearing in mind your skills and your skills gaps
- K3 the value of the people that you know, their skills and how to use your personal support network to give more support to your professional practice
- K4 the importance of your professional support network to inform you of current trends in funding that could support you with your professional delivery
- K5 what is relevant to the development of your professional practice and how to find help to support you in future delivery
- K6 how to manage your finances to allow for resourcing essential areas of personal professional practice

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<b>Developed by</b>	Creative and Cultural Skills
<b>Version number</b>	1
<b>Date approved</b>	March 2011
<b>Indicative review date</b>	
<b>Validity</b>	Current
<b>Status</b>	Original
<b>Originating organisation</b>	Creative and Cultural Skills
<b>Original URN</b>	CCSDL23
<b>Relevant occupations</b>	Performing Arts; Artistic and Literary Occupations
<b>Suite</b>	Dance Leadership
<b>Key words</b>	CPD, dance leadership, dance, community dance, reflection, evaluation