



URDANG
INTERNATIONAL

AWARDS AND
PROGRAMMES
OF STUDY



URDANG INTERNATIONAL AWARDS VALIDATION REQUIREMENTS

**FOR CENTRES OFFERING AWARDS,,
EXAMINATIONS AND MEDAL TESTS
EFFECTIVE FROM SEPTEMBER 2025**

WELCOME

This document outlines the requirements that all organisations must meet to become a **Urdang International (UI) Registered Centre**.

UI registered award centres and is responsible for ensuring the successful delivery of qualifications. This includes verifying that appropriate policies, procedures, and resources are in place, as well as overseeing the work of trained tutors.

For further advice or guidance, organisations should contact **awards@theurdang.international**

About Urdang International

The Urdang International Awards have evolved from the prestigious Urdang brand, long synonymous with delivering high-quality performing arts training. Recognising the need for a modern, progressive, and innovative approach, Urdang International has developed a dynamic training programme tailored for aspiring students and performers in Musical Theatre, Dance, and Acting.

These awards offer industry-relevant, well-rounded training that reflects the current demands of the performing arts world. Drawing upon extensive industry and educational expertise, the Urdang International Awards Development Team has carefully crafted each programme stage to ensure it progresses at the right pace and level for every candidate.

The programme prioritises safe practice in dance and vocal performance, encourages in-depth study and contextual understanding, and fosters independent learning. Candidates can explore their artistic voice and develop a unique performance style.

Through a graded structure, students engage in tasks designed to prepare them for college auditions, deepen their understanding of performance genres, and broaden their exposure to a rich repertoire of material – laying a strong foundation for future success in the performing arts industry.

Mission

Our mission is to:

- Ensure high-quality training and assessment.
- Provide opportunities for young people to thrive through performance and creativity.
- Support tutors and centres with resources, training, and ongoing professional development.
- Promote through collaboration and creativity, industry-relevant and ever-evolving professional guidance and know-how.

VALIDATION REQUIREMENTS - OVERVIEW

Organisations validated by UI to deliver qualifications are responsible for:

- Developing a suitable Award delivery programme.
- Supporting and mentoring young people.
- Managing programme delivery, including oversight of trained advisers.
- Entering candidates for examinations, medals, and awards.
- Implementing these responsibilities as part of a coherent programme underpinned by appropriate policies and procedures.

UI's role is to:

- Validate organisations.
- Undertake external quality assurance (EQA) to maintain standards.

No organisation may deliver UI Award qualifications until validated by UI, and no organisation may continue delivery without ongoing compliance and EQA.

PERIOD OF VALIDATION

Validation is an ongoing process. UI will carry out regular monitoring to ensure that an organisation's validated status remains current.

Where issues arise, sanctions may be applied – up to and including withdrawal of validation.

PURPOSE OF VALIDATION

Validation ensures that each centre:

- Understands its role and responsibilities in partnership with UI.
- Can deliver awards that meet all regulatory requirements.
- Provides a supportive learning environment where young people can achieve UI qualifications.

VALIDATION & EXTERNAL QUALITY ASSURANCE PROCESS

Overview

1. Organisation applies to UI.
2. UI assesses the application in dialogue with the organisation.
3. UI confirms, delays, or withholds validation.
4. Once validated, the organisation signs a Registered Centre Agreement with UI.

UI conducts regular external quality assurance checks to maintain compliance.

FEES PAYABLE TO URDANG INTERNATIONAL

Unless otherwise stated, organisations are required to pay:

- Tutor training fees.
- Tutor registration fees.
- Centre registration fees.

All validated centres must have at least **one trained UI Award Adviser**. Individuals should select the training course most relevant to their planned delivery.

VALIDATION STAGES

Stage 1 – Initial Expression of Interest

Organisations are encouraged to contact UI for guidance before submitting a formal application. This may include information on becoming a Validated Centre, a registered teacher, and details about Award delivery.

Stage 2 – Application Submission

The organisation completes and submits the online application form, including responses to questions on mission, values, strategic aims, and available resources. Supporting evidence is required.

Stage 3 – Application Assessment

Applications are assessed by UI. Recommendations for amendments, additions, or further information may be issued.

- Organisations must respond promptly to any requests.
- If an organisation is unable to meet the criteria, UI will advise against proceeding and provide reasons.

Stage 4 – Decision

UI will issue one of the following outcomes:

1. **Validation Confirmed** – Organisation meets all criteria and may proceed with centre registration and the Registered Centre Agreement.
2. **Validation Conditional** – Organisation meets most criteria but must make specific amendments within an agreed timeframe.
3. **Validation Withheld** – Organisation does not meet criteria.

Validation Turnaround: Decisions are normally issued within **10 working days** of receiving a completed application.

POLICIES & COMPLIANCE

Validated Centres must comply with all UI policies as well as their own internal policies. These are subject to review and may change periodically.

Key policies include:

- Appeals
- Complaints
- Conflicts of Interest
- Invoicing
- Reasonable Adjustment
- Anti-Bribery & Corruption
- Malpractice
- Data Protection

Failure to comply may result in sanctions.

EQUAL OPPORTUNITIES

UI is committed to equality of opportunity for all. Centres must provide their own Equal Opportunities Policy to demonstrate compliance.

DATA PROTECTION

UI is registered with the Information Commissioner's Office (ICO) in the UK under data protection legislation. For details of current procedures, please refer to the UI website.

CUSTOMER SERVICE

UI is committed to providing high-quality service from the first enquiry through to certification. Details of our customer service policy can be found at www.theurdang.international/awards

COMPLAINTS & APPEALS

Validated Centres must have policies and procedures in place for:

- Appeals against assessment outcomes.
- Complaints regarding administration.
- Complaints about programme delivery and support.

All complaints and appeals must be reported to UI, along with the actions taken. Full UI policies can be found at: (folder on drive link)