

## APPENDIX E

### PROCEDURES FOR TEACHER TRAINING, ASSESSMENTS AND CERTIFICATES OF THE IYENGAR YOGA INSTITUTE OF SOUTHERN AFRICA

#### 1) Control of Training and Assessments by the Institute.

All aspects of teacher training and assessments will be the responsibility of the Assessment and Teacher Training Committee ('the Committee' for Appendix C)

#### 2) Certificates of the Ramamani Iyengar Memorial Yoga Institute

- a) The following are the grades of Certificate:-
  - (i) Introductory Certificate Level II.
  - (ii) Intermediate Junior Certificate, Levels I, II and III.
  - (iii) Intermediate Senior Certificate Levels I, II and III.
  - (iv) Advanced Junior Certificate Levels I, II, and III.
  - (v) Advanced Senior Certificate Levels I and II.
- b) Each certificate has a separate syllabus and members are expected to adhere to the syllabus appropriate to their certificate.
- c) Certificates are gained by either:-
  - (i) Demonstrating an adequate standard of practice, teaching and theory at an approved and authorised assessment of the Institute
  - (ii) Or by recommendation of
    - a) the Ramamani Iyengar Memorial Yoga Institute;
    - b) the Central Committee of the Institute.

#### 3) Grades and Levels of Certificates

- a) Introductory Certificate:-
  - i) is graded into two parts, Level I and Level II.
  - ii) a minimum of 3 years practice with a certificated Iyengar yoga teacher is required before starting training.
  - iii) the Level I qualification is awarded only as an interim step towards attaining a Level II Certificate so that they are then eligible to continue to train for a Level II, which is a Ramamani Iyengar Memorial Yoga Institute (RIMYI) Certificate.
  - iv) Introductory Level I trainee teachers must complete Introductory Level II within two years of completing Introductory Level I or they must retake the Level I Assessment.
  - v) the Introductory Certificate (Level II) is intended for teaching generalised and public classes.
  - vi) before the teaching of individual pupils, specialised classes, or the training of teachers is undertaken, higher Certificates are required.

A minimum of eighteen months must pass before an Introductory Level II Certificate holder may apply for training at Intermediate Junior Level I.

- b) Intermediate Junior Certificate:-
  - i) is graded into three parts, Level I, Level II, and Level III.
  - ii) each level has its own syllabus and is separately assessed.

- iii) training for an upgrading from Level I to Level II, or from Level II to Level III, may commence no less than six months after gaining the previous Level certification.
- iv) teachers may teach the level of Intermediate Junior syllabus belonging to each Intermediate Junior Level I, II or III assessment they have passed.
- v) only holders of Intermediate Junior Level II and higher certificates may conduct remedial yoga classes.

**NB** The Institute issues all certificates up to and including Intermediate Junior Level III through the Committee.

A minimum of two years must pass before an Intermediate Junior Level III Certificate holder may apply for Intermediate Senior Level I.

- c) Intermediate Senior Certificate:-
  - i) is graded into three parts, Level I, Level II, and Level III.
  - ii) each level has its own syllabus and is separately assessed.
  - iii) training for any upgrading from Level I to Level II, or from Level II to Level III may commence no less than six months after gaining the previous level.
  - iv) teachers may teach the level of Intermediate Senior syllabus belonging to each Intermediate Senior Level I, II or III assessment they have passed.
  - v) for Level III, the Institute has a system of recommending potential candidates to Yogacharya B.K.S. Iyengar, who will either ask to see their practice in Pune' or will assess them on the basis of video or photographic presentations of their teaching and personal practice.
  - vi) the theory examination may be done in Southern Africa
- d) Advanced Certificate:-
  - i) This Certificate is only awarded on the recommendation of the RIMYI.

#### 4) Teacher Trainers and Teacher Training Courses

##### a) Teacher trainers

Teaching members of the Institute will be identified and approved as suitable to train student teachers by the Committee as the demand for training dictates. The requirements of a certificated Iyengar Yoga teacher to be able to train are:-

- i) to teach Yoga according to the methods set forth by Yogacharya Sri B.K.S. Iyengar.
- ii) not to mix contradictory or incompatible elements from other disciplines in his/her teaching.
- iii) to clearly distinguish Iyengar work from any related/ associated/ compatible/ disciplines he/she may draw upon, such as anatomy, physiology, philosophy.
- iv) to acknowledge the governing influence of Yogacharya Sri B.K.S. Iyengar on his or her own yoga practice and teaching.
- v) to have attended classes at the Ramamani Iyengar Memorial Yoga Institute (RIMYI) at least four times and one of those in the past three years.
- vi) to maintain a regular and consistent personal practice of Asana and Pranayama.
- vii) to be certificated at Intermediate Junior Level III for at least two years or be certificated at a higher level so there is a minimum of **one level gap between their certificate and those they are training.**

- viii) to have attended regularly to observe an existing teacher training class for one year and be approved by the class tutor.
  - ix) teachers of long standing and maturity of a lower certification may also be approved to be teacher trainers by the Committee, in conjunction the Central Committee
- b) Intensive Teacher Training Courses.  
Only senior teachers will be able to qualify to run intensives for teacher training and they will be approved by the Committee as required. The requirements for such teachers to train at the Introductory Level are:-
- i) to hold an Advanced Certificate
  - ii) to hold an Intermediate Senior Certificate.
  - iii) to hold Intermediate Junior Certificate Level III for at least 5 years
- c) Additional Training  
The criteria for teachers to teach for the upgrading of existing certificated teachers are any of the following:-
- i) For Intermediate Junior Certificate Training:
    - a) An Advanced Certificate.
    - b) An Intermediate Senior Certificate.
    - c) An Intermediate Junior Level III Certificate which has been held for at least 5 years
  - ii) For Intermediate Senior Certificate Training:
    - a) An Advanced Certificate.
    - b) Intermediate Senior Certificate holders who have been training teachers for 3 years, or who have held their Intermediate Senior certificate for at least 5 years.

**N.B.** If there is an area where there is/are approved applicant/s at any level but no qualified and authorised teacher is available, then the applicant/s should apply to the Committee for direction on training.

## 5) Organisation and Running of Assessments

- a) The Committee shall appoint from among its number a Registrar to act as a collator of information regarding all areas of training and assessment work in the regions.
- b) The Registrar will be responsible for:-
  - i) providing necessary information to regions and the Committee to ensure the proper running of assessments
  - ii) notifying students of the date, time, venue, cost and format of the assessment.
  - iii) administering distribution and collection of assignments.
- c) The Officers on an assessment shall be:-
  - i) Moderator shall be assigned to each assessment by the Committee on a rota system.
  - ii) Assessors will be assigned for each assessment by the Committee.
  - iii) the Moderator and Assessors shall not have regularly tutored the candidates.
  - iv) their duties shall be outlined to them by the Registrar and they shall confirm their willingness to fulfil them.
- d) The Moderator - with the agreement of the Assessment panel and the Regional Organiser – may modify the assessment programme.

- e) The size of the assessments:-
- i) Number of Officers:
    - a) There shall be one Moderator and three Assessors at the Introductory Assessments.
    - b) There shall be one Moderator and two Assessors at the Intermediate Junior Assessments.
  - ii) Number of candidates:
    - a) There shall be a minimum of 4 and a maximum of 8 for the Introductory Assessments but the Committee may vary this at their discretion.
    - b) There shall be a minimum of 2 and a maximum of 6 for the Intermediate Junior Assessments.
- f) Organisation of the assessment.
- The Registrar shall notify the candidates, the Moderator, the Assessors and the Regional officers of the date and the venue of the assessment and make sure that each person receives the relevant information.
- i) Candidates shall:-
    - a) receive their assignments and other papers so that they can be completed and returned in good time.<sup>1</sup>
    - b) bring any papers or scripts not requiring prior submission to the assessment, making sure that they have been checked by the Regional Coordinator.
    - c) be made aware what the Assessors are looking for when assessing.
  - ii) Moderator and Assessors shall through the Registrar:-
    - a) receive letters requesting their presence in good time.
    - b) receive copies of the candidates' assignments in good time.
    - c) receive details and guidelines of the current format of assessments in good time.
    - d) be provided with details regarding the officiating Moderator, other Assessors, the Regional Assessment Organiser etc.
    - e) ensure that the names and addresses of the candidates and details of the Moderator, Assessors and any Trainee Assessors are sent to the Chair of the Committee.
    - f) ensure that the results are all forwarded to Chair of the Committee.
  - iii) The Regional Assessment Organiser shall arrange for the following to be provided for the assessment day:-
    - a) A suitable hall for the practice and teaching sessions;
    - b) Relevant marking forms and sheets for Moderator and Assessors;
    - c) If required, a volunteer to call the poses for the practice session and to help keep the programme to time;
    - d) Refreshments provided for the full assessment panel, which should be made clear in all correspondence to the Moderator and Assessors;
    - e) Refreshments to be available for the candidates, which should be made clear in their letter;
    - f) Suitable volunteer students to form the class for the teaching sessions;
    - g) A room for the assessment panel to discuss the assessments in private.

**NB.** During assessments, should candidates be found to be mixing methods of teaching, or standards are found to be substantially below those expected by the Institute, the Committee shall be informed so that it can take appropriate action.

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<sup>1</sup> The theory part of the assessment may be conducted at the time of the practice and teaching modules or completed before and submitted to the assessors at a date set by the Assessors.

## 6) Officers responsible for overseeing assessments

- a) Moderators
  - i) The Committee shall appoint suitably qualified teachers to act as Moderators for all assessments.
- b) Criteria for Selection of Moderators.
  - i) The recommendations of the Committee and current Moderators shall be sought by the Central Committee when selecting future Moderators.
  - ii) A potential Moderator shall be mature, responsible and sincerely devoted to Iyengar Yoga .
  - iii) A potential Moderator shall hold the Advanced or at least an Intermediate Senior Certificate Level III.
  - iv) A potential Moderator shall be both actively involved in the Iyengar movement and the assessing of teachers.
  - v) A potential Moderator shall have had successful teacher training experience.
  - vi) Should a suitably qualified Moderator not be available the most senior teacher trainer available shall be approved and appointed by the Committee.
- c) At each approved and authorised assessment of the Institute a member of the panel of Moderators shall be present. The Moderator's duties are:-
  - i) to represent the Institute and the Committee,
  - ii) to ensure fairness by seeing that the declared standards of the Committee are applied properly and impartially,
  - iii) to ensure that standards across the country are uniform,
  - iv) to guide and assess Trainee Assessors and provide a record of their performance as an assessor to the individual and to the Registrar.
- d) At each approved and authorised assessment of the Institute, Assessors shall also be present. The Assessors are responsible for
  - i) marking candidates according to agreed guidelines;
  - ii) recommending successful applicants for the Institutes' Certificates;
  - iii) counselling those who have not succeeded
  - iv) if there is no agreement amongst the Assessors, the Moderator will discuss the disagreement with the Assessors and endeavour to reach agreement. Should there still be no agreement the Moderator's decision is final.
- e) Requirements for Trainee Assessors to be approved as Assessors.
  - i) A Trainee Assessor for the Introductory Certificate shall:-
    - a) have held an Intermediate Junior Level III Certificate for a minimum of five years and be currently teaching.
    - b) be proposed by a member/s of the Committee and approved by the Committee before attending an Assessment as a Trainee.
    - c) attend four Introductory Assessments over at least two years where their marking will be monitored but will not count towards the assessment results.
    - d) for assessing higher level certificates the trainee assessor must attend two assessments at each higher level as practice assessments.
    - e) be recommended by at least two Moderators before their name can be submitted to the Committee for instatement as a full Assessor.
    - f) teachers who have tremendous maturity after teaching 10 years or more and at the discretion of the Committee may be approved to train and assess at Introductory level even if their own certificate level does not qualify in terms of this Appendix

- ii) For all other levels the Assessor shall be at least **a gap of one certificate level above the level being assessed** i.e. to assess at a Junior Intermediate Level II Certificate the assessor must be a Senior Intermediate Level I or above.
- iii) All Trainee Assessors shall have attended classes at RIMYI at least four times and one of those within the past three years.

## 7) Format of Assessment Day

- a) General details for guidance.
  - i) Candidates will be separately assessed on their practice, teaching and theory, to ascertain their competence in each. The theory assignments may be taken at a separate time.
  - ii) The asana practice will take approximately one hour.
  - iii) The one hour teaching session will be structured by the Committee to ensure that applicants can display their ability to teach a selection from the full range of asanas in the syllabus including the compulsory asanas
  - iv) Candidates will be allowed to create their own class to display their ability to sequence a class as well as teach poses to the required standards.

After the candidates' asana class, discussion and marking of this session by the Moderator and Assessors will take place. Thereafter applicants will each present their teaching class with breaks between each to allow for discussion and marking to be completed together with a short interview for each candidate.

- b) At the conclusion of the Assessment,
  - i) Introductory candidates will be sent their results by post;
  - ii) Intermediate candidates will be given their results after each Level I, II or III Assessment along with constructive comment from the Moderator and Assessors about their performance;
  - iii) Later, Intermediate candidates will be informed in writing of the result of their Assessment;
  - iv) A record of all results will be maintained by the Registrar on behalf of the Committee.
- c) Particular details
  - i) The Introductory Assessment  
A Level I or Level II pass is separately awarded for each of the asana practice and teaching sessions.
  - ii) The Intermediate Junior Assessment  
Each Level of the Assessment will be separately assessed, and has a separate syllabus.
  - iii) The Intermediate Senior Assessment  
Each Level of the Assessment will be separately assessed and has a separate syllabus.

## 8) Qualifications required of Candidates for Assessments

- a) The Association's certificates are normally awarded to candidates who have completed the teacher training course and passed the relevant National Assessment.
- b) Qualifying requirements for Introductory level are set out below:-
  - i) before enrolment the student shall have done a minimum of three years of study with a suitably certificated teacher member of the Institute and all additional requirements set out in the Guidelines.
  - ii) before application for a National Assessment, candidates shall have successfully completed the full training course offered by the Institute.

- iii) In exceptional circumstances the Committee may waive part of these requirements.

**NB.** Candidates becoming pregnant during teacher training shall not continue on the training course but on application may be granted one year's leave of absence and restart at the level they had reached prior to their pregnancy.

#### 9) Finances of Assessments

- a) The assessment fee to be paid by candidates for each assessment shall be set by the Committee and approved by the Central Committee. This fee will be submitted in advance of each Assessment, from each candidate, to the Registrar.
- b) The Registrar shall reimburse the Moderator and Assessors with their expenses after the Assessment.
- c) Such expenses shall be deducted from the fees taken.
- d) Any monies remaining shall be retained in the Committee's account.
- e) Where there is a deficit, application may be made to the Central Committee for a subsidy which shall be considered on its merits.
- f) Successful candidates shall have free teacher membership of the Association until the end of the financial year in which they qualify.

#### 10) Maintenance of Standards

- a) The Central Committee undertakes to actively dissuade unqualified persons or non-teaching members of the Institute from using the name of Yogacharya Sri B.K.S. Iyengar.
- b) When necessary steps will be taken to inform suitable and relevant bodies.
- c) On behalf of the Institute, the Central Committee and the Committee, the Registrar shall maintain the following;
  - i) A list of approved teacher trainers and teacher training courses.
  - ii) A list of Moderators.
  - iii) A list of approved Assessors.
  - iv) A list of approved Trainee Assessors.
  - v) A list of current student teachers
- d) The Committee shall be responsible for additions to and deletions from the above lists.
- e) All lists will be held by Regional Coordinators and made freely available to all members;
- f) Lists will be regularly updated, printed and circulated to Regional Coordinators;
- g) Should candidates from one area or teacher trainer consistently fail the National Assessment, guidance shall be given to the teacher trainers involved. Should the problem persist withdrawal of approved status will be seriously considered.

**NB.** A meeting for ALL teachers, teacher trainers, Assessors and Moderators shall be held at least every second year to keep the Institutes's procedures under review. All approved teacher trainers, Moderators and Assessors are expected to make their best endeavours to attend.

#### 11) Validity of Certificates

- a) To hold a valid certificate all teacher members must;
- b) Be licensed by paying an annual fee for the Certification Mark.
- c) Be members of the Institute and be up to date with their subscriptions.
- d) Undertake continuing education as required for the teaching certificate held by attending:

- i) classes at RIMYI, or
- ii) Yoga conventions and Yoga days organised by the Institute,
- iii) workshops or classes with senior teachers.

Failure to renew the Certification Mark or membership of the Association will mean that a Certificate becomes invalid. To be entitled to call themselves Iyengar Yoga teachers all teachers must be licensed through the annual purchase of the Certification Mark and be members of the Institute.

## 12) Appeals in Assessments

- a) The following procedure is to be followed in a dispute or grievance in the assessment procedure either by the Institute or the candidate.
- b) If the candidate is not satisfied with the evaluation made at the time of an assessment, he/she may inform the Registrar within twenty-one (21) days thereafter by written notice and request an explanation as to why the assessment panel has concluded that the applicant has not met the relevant standard for certification and ask for a review of that decision by the Moderator who oversaw the assessment.
- c) On receipt of a notice made under a), the Committee shall require the Moderator who was present at the applicant's assessment to discuss the decision with the applicant within fourteen (14) days.
- d) Based on the scores of the marking sheets and the assessment panel's notes, the Moderator will explain verbally and confirm in writing why the applicant did not pass the assessment.
- e) If the applicant is still not satisfied he/she may appeal within fourteen (14) days of receipt of the written explanation (see c) above) to the Committee.
- f) within fourteen days of the receipt of such appeal the Committee shall appoint a Certification Appeals Committee (CAC) consisting of the Moderator, an experienced assessor not present at the applicant's assessment and the Chair of the Committee.
- g) The Chair will be entitled to ask for written reports prepared by the members of the CAC, as well as the marking sheets and any written reports from the assessors present at the relevant assessment.
- h) If, after consideration of all such information and hearing the applicant's appeal, the CAC decides that the assessment process was not carried out fairly and that the applicant does conform to the standard for the level applied for, then the Institute shall grant a certificate at that level.
- i) If after completing the process above, the CAC decides that the assessment was fair and the applicant does not reach the standard for the level applied for, the applicant will be informed that he/she has not passed the assessment. **There will be no appeal against the decision of the CAC.**
- j) Any candidate who does not pass an assessment is entitled to make a future application and, if complying with the application requirements at that time and passing the National Assessment will then receive a certificate for that level.

## 13) Disciplinary Procedures

Any complaints and allegations relating to the professional conduct of teacher members of the Association will be investigated and the appropriate action taken in accordance with the Disciplinary Procedures set out in Appendix G.