



UAL LEVEL 3 DIPLOMA IN PERFORMING ARTS

STUDENT HANDBOOK

2020/21





Term/ Holiday Dates 2020 - 2021

w/c 14 th September 2020	Term 1 Commences
w/c 26 th October 2020	Half Term
w/c 30 th November 2020	Christmas Show Rehearsals
Saturday 5th December 2020	Christmas Show
w/c 7 th December 2020	Assessment Week
w/c Tuesday 5 th January 2021	Term 2 Commences
w/c 15 th February 2021	Half Term
w/c 1 st March 2021	MOVE IT Rehearsals
w/c 8 th March 2021	MOVE IT Rehearsals
12th-14th March 2021	MOVE IT
w/c 12 th April 2021	Term 3 Commences
w/c 24 th May 2021	Summer Show Rehearsals
w/c 31 st May 2021	Half Term
w/c 7 th June 2021	Summer Show Rehearsals
Friday 11th June 2021	End of Year Show (College)
Saturday 12th June 2021	End of Year Show (Academy and College)
w/c 14 th June 2021	Assessment Week

You will notice that you get generous holiday entitlement and therefore we take a **very** dim view of students taking holidays in term times. This cannot help but have an adverse effect on your progression and development on the course. However, we acknowledge that in exceptional circumstances this is inevitable and unavoidable. It is very important however, that you inform your Course Tutor of the dates etc as soon as you know them. Due to the collective nature of much of the work you will be doing, it is essential that disruption of the group is kept to an absolute minimum. Doctor's, Dentist's, Hospital appointments etc. are to be made **outside** of course hours. There is no reason why these appointments cannot be made before or after timetabled sessions or on study days. Again, in **exceptional circumstances** we will aim to be as flexible and supportive as possible.



COURSE TEAM LIST

Jazmin Buckley – Principal Phoenix Starr

Email: jazmin-jade@phoenixstarrcollege.com

Bobbi Eaton – Vice Principal Phoenix Starr

Email: bobbi@phoenixstarrcollege.com

Toby Clark – Director for the Centre of the Arts

Email: tclark@bedford.ac.uk

Nigel Clauzel - Assistant Director for the Centre of the Arts

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Rose Bedeau – Centre Administrator

Office: Arena 4 – Staff Room

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COURSE AIMS

- This study programme will equip you with dance skills across a range of disciplines, including ballet, contemporary and jazz focussing on Commercial and Hip Hop Dance. Developed in association with one of the UK's first Hip Hop Dance Colleges, this course focusses on creating employable, diverse dancers. As well as Dance Performance, you will also develop choreographic skills, enabling you to explore a wider aspect of the dance world.
- The qualification is equivalent in size to three A levels.
- This UAL Level 3 Extended Diploma in Performing Arts is intended to carry UCAS points and is recognised by higher education providers as meeting admission requirements for many relevant courses H.E courses. (You should always check the entry requirements for degree programmes specific higher-education providers).
- You have the opportunity to continue onto the Phoenix Starr BA Hons Degree Programme currently in development.



TIMETABLE

Monday				
9am-10am	Acro/Tricks	ALL	Ryan Hayes	Bedford College
10am-10.15am	BREAK			
10.15am-11.15am	House/Waacking	ALL	Ryan Hayes	Bedford College
11.15am-12.15pm	BREAK			
12.15pm-1.15pm	Freestyle	ALL	Ryan Hayes	Bedford College
Tuesday				
9am-10am	Ballet	Band B	Bobbi Eaton	Trinity
10am-10.15am	BREAK			
10.15am-11.15am	Tap	Band B	Bobbi Eaton	Trinity
11.15am-11.30am	BREAK			
11.30am-12.30pm	Jazz	Band B	Bobbi Eaton	Trinity
12.30pm-12.45pm	BREAK			
12.45pm-1.45pm	Ballet	Band A	Bobbi Eaton	Trinity
12.45pm-1pm	BREAK			
1pm-2pm	Tap	Band A	Bobbi Eaton	Trinity
2pm-2.15pm	BREAK			
2.15pm-3.15pm	Jazz	Band A	Bobbi Eaton	Trinity
Wednesday				
9am-10.30am	Singing	Artist Development	Mikyla Cara	Bedford College
10.30am-10.45am	BREAK			
10.45am-12.15pm	Singing	ALL	Mikyla Cara	Bedford College
12.15pm-1.15pm	LUNCH			
1.15pm-2.45pm	Tutorials	ALL	Bobbi Eaton/ Hadley Kenyon	Bedford College
3pm-4.30pm	Dance Business	ALL	Bobbi Eaton	Bedford College
Thursday				
9am-10.30am	Hip Hop Studies	ALL	Jazmin Buckley	Bedford College
10.30am-10.45am	BREAK			
10.45am-12.15pm	Heels	ALL	Jazmin Buckley	Bedford College
12.15pm-1.15pm	LUNCH			
1.15pm-2.45pm	Hip Hop	ALL	Steven Thompson	Bedford College
2.45pm-3pm	BREAK			
3pm-4.30pm	Hip Hop	ALL	Steven Thompson	Bedford College
Friday				
9am-10.30am	Audition Technique	ALL	Jazmin Buckley	Bedford College
10.30am-10.45am	BREAK			
10.45am-11.45pm	Competition Rehearsal	ALL	Jazmin Buckley	Bedford College
11.45pm-12.45pm	LUNCH			
12.45pm-1.45pm	Contemporary	ALL	Ryan Hayes	Bedford College
1.45pm-2pm	BREAK			
2pm-3pm	Commercial	ALL	Ryan Hayes	Bedford College
3pm-3.15pm	BREAK			
3.30pm-4.30pm	TBC	ALL		



COURSE UNITS

YEAR 1

YEAR 2

UNIT 1: Principles of performance	UNIT 9: Developing performance and production skills
UNIT 2: Engaging with an audience	UNIT 10: preparing for progression
UNIT 3: Introduction to professional Practice	UNIT 11: Exploration of specialist study and context
UNIT 4: Critical and contextual awareness	UNIT 12: Extended Project
UNIT 5: Production skills and context	
UNIT 6: Performance skills and context	
UNIT 7: Preparation for specialist study	
UNIT 8: Collaborative performance project	



ADDITIONAL ELEMENTS OF YOUR STUDY PROGRAMME

TUTORIALS

All students of Bedford College are entitled to accessible and informed guidance and support to address their needs in terms of academic progress, personal development and career development.

Whilst on a full-time study programme you will have access to a planned tutorial programme; containing a balance between group and individual activities, pastoral elements as required.

Tutorials are timetabled for one session each week and attendance is compulsory part of your study programme.

Tutorial time is spent developing your study skills, organisation and time management to ensure that you are getting the best out of your study programme. Topics may include (but will not be limited to); transition, resilience, employability skills, financial literacy, staying healthy and safe (including online) and core values of British society, equality and diversity and Prevent.

Individual Tutorials are arranged to discuss your personal progress and development. An “Individual Learning Plan” will be drawn up within the first few weeks, setting SMART TARGETS and action plans for the term/year. This is an ongoing process and you will come back to your plan regularly to re-assess your goals and your progress.

Personal issues will sometimes form part of the discussion, particularly where they are getting in the way of learning. Your personal tutor is best placed to help you access specific advice and guidance, from our student services department or an appropriate external agency who are trained to offer the appropriate support.



It is vital that you understand and accept the importance of tutorials within the overall Study Programme. They are there to reinforce and acknowledge the positive aspects of your experience, as well as a method of addressing the more problematic areas of your work.

All students are allocated a personal tutor. This is the person who has responsibility for supporting and tracking your individual learning experience, progress and development.

MENTORSHIP

As well as 1:1 Tutorials, Phoenix Starr also provide 1:1 Mentorship.

You will be assigned a mentor from the Phoenix Starr teaching team to discuss professional and personal matters outside of your programme.



EMPLOYABILITY SKILLS

There are opportunities during your studies for you to practice in developing employability skills. These will include; but will not be limited to:

- **Cognitive and problem-solving skills**

- use critical thinking, approach non-routine problems applying expert and creative solutions, use systems and technology

- **Intrapersonal skills**

- communicating, working collaboratively, negotiating and influencing, self-presentation

- **Interpersonal skills**

- self-management, adaptability and resilience, self-monitoring and development.



WORK EXPERIENCE

Work experience is a key component of your study programmes and all students are expected to undertake **20 hours** work experience or some form of work-related training during their studies. This is intended to help all students to inform career choices, develop the relevant occupational skills, help instil the attitudes and behaviours expected at work and progress to their next stage whether it be employment or further study.

Work experience can take many forms including work tasters, participation in social action projects, or a work placement.

Your subject tutors will work closely with the departments work experience co-ordinator to engage employers and secure high quality work experience placements on your behalf. You will be expected to record and evaluate your experiences accordingly.



ENGLISH, MATHEMATICS AND FUNCTIONAL SKILLS

Bedford College puts students at the heart of everything it does. We want all our full time students to leave the College with their chosen vocational qualification and an appropriate level of general education in the areas of English and mathematics.

16-18 students who have achieved a D grade or grade 3 at GCSE English Language or/and English Literature or Functional Skills in English at Level 2 will be expected to attend and resit GCSE courses in English.

16-18 students who have achieved a D grade or grade 3 in mathematics or functional skills in mathematics at Level 2 will be expected to attend and resit GCSE courses in mathematics.

Those students aged 16-18 who do not have a D grade or grade 3 at GCSE English Language or/and English Literature and are assessed as working at Level 1 or below (by their initial assessment) will be expected to attend and study Functional Skills English provision at the appropriate level.

Those students aged 16-18 who do not have a D grade or grade 3 at GCSE maths or functional skills Level 2 and are assessed as working at Level 1 or below (by their initial assessment) will be expected to attend and study functional skills mathematics provision at the appropriate level.



ENHANCEMENT

Enhancement activities aim to develop students' personal and social skills, attitudes and confidence to support progression.

Students are encouraged to take part in planned departmental activities including; trips and visits, workshops with visiting professionals, talks and seminars, engagement in community projects, e-learning, sporting events, student voice meetings. Topics covered may include; careers and employability, finance and money skills, health and wellbeing.



LEARNING AND TEACHING STYLES

Delivery will include Tutor Lead classes as well as group and individual tasks. Lectures will be a combination of note taking, discussion, worksheets, activities, CD's/video's, and student presentations.

You may be required to work independently, in small groups or pairs, or as a whole group depending on the task(s) set.

Homework/Assignment work will include; rehearsing, line learning, keeping your notes and logbooks up-to-date and in order, research, reading, and essay writing. It is vital that you keep up-to-date with log books and completion of homework tasks and assessment related content. You have a significant amount of time allocated on your timetable for completion of independent study, if this time is utilised effectively you will find the workload challenging but quite manageable.

Remember, if you do fall behind, don't understand or are unsure what is expected of you; please speak to the relevant Lecturer and/or your Tutor as soon as possible. They will be happy to give further guidance and support. So, don't allow any problem to build up. Your Lecturers, Tutor and Course Manager are here to help you get the most out of your course and be successful.



ASSESSMENT METHODS

Meeting deadlines for assessment are an important part of UAL. Learners should be assessed fairly and consistently and learners should not be advantaged by having additional time to complete assignments. It is vital that you are aware of the consequences of failing to meet deadlines and the impact this will have upon your achievement. Failure to meet assessment deadlines will result in disciplinary action for academic neglect.

INTERNAL ASSESSMENT PRACTICE

You will be provided with an assignment booklet that outlines the assessment scenario, guidance for completion, evidence to be produced, and assessment criteria targeted and set deadlines for completion. For each unit you will be informed if you have reached the pass criteria, your tutor will inform you of your target grade for Unit 8 which is your final major project where you can achieve a Pass Merit or Distinction.

Only one submission is allowed for each assignment.

Each learner must submit:

- Assessment evidence towards the targeted assessment criteria
- A signed and dated declaration of authenticity with each assignment
which confirms they have produced the evidence themselves.



The assessor will then:

- Assess the evidence produced, produce grading and feedback.
- Ensure that their judgements are checked through the internal verification process
- Formally record and confirm the achievement of specific assessment criteria on the VLE
- Complete a confirmation that the evidence they have assessed is authentic and is the learner's own work.

If your work does not meet the "Pass" criteria you may be allowed one resubmission for each assignment.

You can apply to the Lead Internal Verifier for a resubmission. To do this you must:

- Complete a resubmission request form outlining the original grade awarded and what you intend to do/complete in order to achieve a higher grade.

The Lead Internal Verifier will only authorise a resubmission if a learner has met all of the original assessment conditions:

- All content listed on the assignment brief was included in the original submission
- Original deadline has been met
- Signed and dated declaration of authenticity completed
- A resubmission request form has been completed and this provides assurance that the learner will be able to complete the additional work with no further guidance from the tutor.

The deadline for resubmissions will be no more than 15 working days from the date grades and feedback for the assignment has been published on the VLE.



MEETING NATIONAL STANDARDS

Samples of student assignment work are sampled by the awarding body on an annual basis. The centre will be allocated a Standards Verifier. It is their job to monitor compliance with UAL assessment processes and ensure that learner evidence produced is graded correctly in line with National Standards.

Academic Appeals Procedure

Every effort is made to ensure you are assessed fairly. By operating a process of internal and external verification, we hope to avoid the need for you to appeal against your grading. However, there are procedures in place to ensure you receive the grades which you justly deserve.

In the first instance, you should approach the relevant Lecturer, calmly state your case and ask them to explain their reasoning. If you are not comfortable talking to the Lecturer or still feel you have been unfairly graded, you should talk to your Personal Tutor who will investigate your concerns.

There is also a College wide academic appeals procedure, details of which can be found in the College Handbook. You may wish to ask your Tutor for assistance.



Attendance Requirement

You need a minimum of 92% attendance to meet the College's attendance policy.

For a significant amount of your work, you will rely on one another to prepare work for group assessments.

It is therefore of the utmost importance to attend regularly and to take responsibility for the rest of the group. If everyone does this, then assessments should run smoothly and not cause anyone too much stress!

Your attendance will be monitored closely, across all aspects of your study programme.

You will be disciplined if:

- Your overall attendance drops below 85%
- You miss 3 consecutive sessions from a unit of study
- There appears to be a pattern of non- attendance

Absence Reporting

If you are ill you should contact your Principal/Vice Principal by email **before 8:30am**. Failure to do this will result in you being marked absent which will affect your overall attendance.

Wherever possible, appointments must be arranged in your own time not in College time. If you must attend an appointment (Hospital, Doctors, Dentist, etc.) please notify your Principal/Vice Principal in plenty of time, **showing your appointment card or letter**.



Punctuality

The College places great importance on punctuality. Why is good punctuality important? Good punctuality shows a student is ready and willing to work. Late arrival to class causes disruption to the lesson; Good punctuality indicates to an employer that a student would be able to arrive on time for work. Good punctuality is essential for study at university level. Persistent lateness will not be tolerated and will be seen as academic neglect. You will receive cause for concern referrals for lateness issues.

Cause for Concern Policy

If a lecturer or tutor has a cause for concern about a specific student, they will file a 'Cause for Concern' with the personal tutor. A recommendation may be made to your student personal adviser and your Course Manager, who will decide appropriate further action. This may result in disciplinary action on the basis of academic neglect, and could result in you being excluded from college. Cause for Concern forms are completed as a result of the following actions;

- a. Unauthorised absence
- b. Non-submission of work: work not handed in by the specified deadline
- c. Disruptive behaviour: it is unfair to your peers and your lecturer to disrupt the class by inappropriate behaviour, or any other action that prevents the smooth running of your lessons
- d. Breaking codes of conduct
- e. Loss/theft of college equipment: you will from time to time need to borrow equipment from the college to facilitate your studies. During the time of the loan it is your responsibility to look after and return this equipment. Fines are generated automatically for late returns, and full cost is invoiced to the student if equipment goes missing or is stolen or broken beyond reasonable repair.



Uniform

Dress Code

You will be taking part in practical classes everyday of your study, therefore we expect you to be in the appropriate attire every day with the correct equipment.

Your Phoenix Starr uniform and equipment is compulsory and without it you will not be able to take part in classes.

Ballet	Girls Black/Red Leotard Pink/Skin Tights Pink Ballet Shoes Ballet Bun Boys Black/Red Leotard Black Shorts Black Ballet Shoes	Turning Disc Stretch Band Yoga Band
Jazz Contemporary	Leotard Leggings/Tights Foot Thong	Turning Disc Stretch Band Yoga Band
Tap	Phoenix Starr T-Shirt Leggings/Tights Tap Shoes	
Acro	Phoenix Starr T-Shirt Leggings/Shorts	Ankle Weights Knee Pads Stretch Band Yoga Band Pedestal Strength Trainers
All other classes	Phoenix Starr T-Shirt Leggings/Jogging Bottoms/Shorts	Knee Pads Stretch Band Yoga Band



ID Cards

You must wear your ID cards at all times whilst on the Bedford College Campus. When in the Studios, you can remove them for Health and Safety reasons, but they must be put back on before you leave the room.

If you forget your ID card, you must go to reception to request either a temporary replacement, at a cost of £1, or a permanent replacement, at a cost of £5.

Head Girl/Boy

This year we have introduced Head Girl/Boy. This is someone chosen by the members of the group without staff influence. You may wish to be put forward for the position or may not be all that interested but, it is important that you consider the qualities needed, and take an active role in the decision.

The Head Girl/Boy will attend a staff meeting at least once each term and is expected to represent their whole group. It is therefore important that you choose someone you believe to be fair, open to suggestions and ideas other than their own and who is not going to feel intimidated by any member of the group or the staff with whom they meet.

Being chosen as Head Girl/Boy by your peers is an honour which comes with plenty of responsibility. You will need to commit some of your own time to finding out about the views of your group on issues brought up at meetings or by a student in the department. You will also have time during Group Tutorial sessions to feedback information.

Being a Head Girl/Boy is something to add to application forms or your C.V. It shows that you have leadership qualities, good communication skills and are willing to work as part of a team.



PROGRESSION ROUTES/ CAREERS IN THE ARTS

Finding professional work in the Performing Arts can be difficult and your reputation is one of the most important 'qualifications' you will ever gain and building your reputation starts right here at Bedford College. You should be on time and ready to work every day, which means being prepared both mentally and physically, i.e. having the right equipment and the right attitude. The work will be difficult with often long hours but you will hopefully find it rewarding both in educational terms and also in your growth as a young adult. You will be treated fairly and as an equal while a student with us and we expect you to treat everyone in the College with the same respect that you would like to be treated with. The education and experience you receive here will give you an excellent chance of moving on to professional training at the very best higher education Drama Schools and Universities, so make the most of your time with us. We want you to succeed and will do our best to help you achieve your goals, and all we ask is for you to do the same.

Good Luck.



Code of Conduct

1. We expect you to arrive early and prepared for each session. On time is late!
2. We expect you to be in the appropriate attire for each session. See dress code.
3. Mobile phones should be left in your locker or Changing Room during class to avoid disruption to the class.
4. We take a zero tolerance approach to bullying at Phoenix Starr College. If made aware of any incidents of bullying, be it via Social Media, in class or any other, disciplinary action will be taken and you may be asked to leave the course.
5. We expect all work, whether written or practical to be handed in by the deadline to avoid academic failure.
6. Whilst at the college, you will be visible by your Phoenix Starr uniform. We expect you to behave in a respectful and professional manner at all times and not to shed poor light on the Phoenix Starr name.
7. You are enrolling on a physically strenuous course, therefore, you must make your Principal/Vice Principal aware of any medical issues that may impact your studies.
8. While every effort is taken to assure the safety of students while on the course, you understand that, as with any physical activity, there is a chance of injury. You agree that if injury does occur, to take responsibility and not Phoenix Starr Academy of Dance College.
9. Ensure that you always come to college with your ID badge and that whilst around the college building, it is visible to all. You are permitted to remove your badge in practical workshops but it must be put back on as soon as you leave the studios

A full explanation of the Student Disciplinary Procedure is available on Moodle.

I agree to the above code of conduct and understand that any breach of this code may result in Disciplinary or permanent exclusion.



BRAVERY

DISCIPLINE

POSITIVE ENERGY

UNITY

RESILIENCE

CONCENTRATION

LOVE OF DANCE