

## Royal Academy of Dance Faculty of Education

### Admissions Policy and Procedure

#### 1. Policy Statement

In assessing the suitability of applicants for admission to programmes of study the Royal Academy of Dance (RAD) Faculty of Education (FoE) will give consideration to the potential of the applicant to be able to complete in that programme of study. Students who have followed the UK route to a Higher Education qualification will therefore normally be 18 years of age on admission. Where programmes of study involve a teaching placement, consideration will be given to the legal requirements on individuals charged with the supervision of children.

The Faculty of Education will consider each application in a fair, efficient and transparent manner against Selection Criteria available to the applicant prior to application. Offers will be made to applicants with the highest academic and/or professional potential.

#### 2. Disability Statement

2.1. The Faculty of Education welcomes applications from prospective students who may have a disability as detailed in the Equality Act 2010. The Faculty of Education undertakes to minimise barriers to admission by making reasonable and appropriate adjustments to the selection process, where possible, and to ensure that all applicants receive the same opportunity to be successful in their application. All applicants must meet the prescribed programme entry requirements, and selection will be made against the programme specific Selection Criteria:

<https://www.rad.org.uk/study/higher-education/higher-education-1/after-you-apply>

and the General Regulations:

<https://www.rad.org.uk/study/higher-education/study-with-us/regulations>

#### 3. Recruitment

3.1. All promotional literature on Faculty of Education programmes of study aim to reflect the diverse social, cultural and ethnic backgrounds of the potential students. The link below will take you to the Prospectus and the International Guide:

<http://www.rad.org.uk/study/higher-education>

- 3.2. The Faculty of Education Prospectus will be designed in order to give sufficient information to enable applicants to make informed decisions about their career options.
- 3.3. Target recruitment numbers for each programme are agreed annually between the Director of Education and the Director of Finance and Operations and take into account:
  - 3.3.1. market demand;
  - 3.3.2. target numbers from outside agencies, i.e. The Office for Students (OfS) the Department for Education (DfE); and the Teaching Regulation Agency (TRA).
  - 3.3.3. RAD resources available;
  - 3.3.4. a requirement to recoup programme delivery costs.

#### **4. Provision of Information**

- 4.1. The Faculty of Education has due regard for the UK Quality Code for Higher Education and the guidance produced by the Competition and Markets Authority in relation to the provision of information to prospective students by higher education providers.
- 4.2. Entry requirements, application, audition and interview procedures will be communicated to applicants through the Faculty of Education Prospectus and by letter on receipt of the application. The Universities and Colleges Admissions Service (UCAS) inform applicants of their own processes; however additional Faculty of Education processes will be communicated to applicants as appropriate.
- 4.3. Information on fees, additional expenses and funding opportunities is provided on the RAD website. (UK Quality Code; Information for the public and for prospective students):

<https://www.rad.org.uk/study/higher-education/higher-education-1/fees-and-funding>

- 4.4. Successful applicants will be notified in writing of any significant changes that may be made to a programme of study after an offer of a place has been made.
- 4.5. Information relating the Faculty of Education's Grievance and Appeals procedures are available on the RAD website:

<https://www.rad.org.uk/study/higher-education/study-with-us/policy-procedures>

- 4.6. The RAD and the Faculty of Education welcome visits from applicants and prospective students. Information on booking visits is made available in the Prospectus.

## **5. Entry Requirements**

- 5.1. Basic entry requirements for all programmes of study are set out in the Faculty of Education Prospectus. Consideration will be given to applicants who do not hold prescribed entry requirements but who can demonstrate their suitability and preparedness to undertake the programme of study for which they have applied. This may be done through consideration of a 'Concessionary Entry Task'.

## **6. Consideration of Applications**

- 6.1. All applications submitted by the date specified in the Faculty of Education Prospectus or in UCAS publicity will be given equal consideration.
- 6.2. Programme Managers will not allocate all available places until after the deadline for receipt of applications. Applications will only be considered after the specified date at the discretion of the Programme Manager.
- 6.3. The outcome of an application will be communicated to applicants in writing within published timescales. Where the admissions process includes an audition, notification will normally be made within two weeks of the audition date. Where no audition is required applications will normally be processed within two weeks of receipt of application.
- 6.4. It is the policy of the Faculty of Education to provide feedback on unsuccessful applications on request to the Registrar.
- 6.5. Applicants who have already completed a programme with the Royal Academy of Dance cannot re-apply to the same programme of study.

## **7. Selection**

- 7.1. The selection process will consider any or all of the following as specified in the Selection Process for each programme: the Application Form and/or Auditions and/or Interviews and/or Group Discussion. The selection process enables Programme Managers to consider their decision based on each applicant's performance against the stated Selection Criteria. The selection criteria will be applied consistently by all tutors involved in the selection process for a given programme. Auditions and Interview documentation is completed to ensure effective and accurate

communication of decisions from Programme Managers to Registry staff. Documentation will be maintained for reference purposes and to track the decision making process to ensure implementation of the RAD's Equality Diversity and Inclusion Policy, with specific reference to the protected characteristics of Disability, Race and Gender:

<http://www.rad.org.uk/about/work-with-us-1/hr-policies>

- 7.2. Applicants will be made aware of selection criteria through the student profiles presented in the Faculty of Education prospectus and through Audition Information provided where appropriate.
- 7.3. The RAD and Faculty of Education will treat all applicants and students equally. All applicants must meet the prescribed programme entry requirements, which take due account of the need to minimise barriers, and will be selected on the basis of demonstration of an appropriate level of ability within the programme-specific Selection Criteria. Where an applicant invited to interview / audition indicates that they have a long-term condition under the Equality Act 2010, or an injury that may affect their performance on the day, every effort will be made to ensure reasonable adjustments are put in place so that they receive the same opportunity to be successful in their application. Applicants should familiarise themselves with the RAD Policy on Equality, Diversity and Inclusion which is located on the main RAD website:

[www.rad.org.uk/about/work-with-us-1/hr-policies](http://www.rad.org.uk/about/work-with-us-1/hr-policies)

- 7.4. All offers made for programmes of study requiring contact with young people and vulnerable adults will be conditional upon the applicants' Criminal Record Disclosure status. In order to satisfy the Faculty of Education that there will be no risk to young people or vulnerable adults in their care, all applicants resident in the UK are required to consent to enhanced Criminal Record Disclosure which will be made on their behalf to the Disclosure and Barring Service by the RAD or its agent. A fee will be charged for this service. All non-UK residents are required to obtain a similar disclosure through the systems in place in their own country. Students for whom a satisfactory check cannot be obtained before the programme commences will be required to suspend practical teaching components of the programme. Where a student's Criminal Record Disclosure reveals a conviction, a risk assessment will be made. Depending on the outcome of the risk assessment the student may be required to withdraw from the programme.

## **8. Auditions/Videos and Interviews/Telephone Interviews**

- 8.1. All London-based, taught programmes require applicants to be auditioned and interviewed. International applicants may submit a video/dvd and a telephone interview will be conducted.

The audition and interview process allows the applicant to visit the RAD, where the majority of the learning on taught programmes will take place, to meet tutors and students and to discuss the suitability of the Programme in relation to her/his needs and career aspirations. It is intended as a two-way exchange of information and questions. A structured interview framework, with questions determined to enable the selection of those applicants deemed to be best able to complete, ensures that all interviewees have a comparable experience and are assessed equitably. This is achieved through training of all new staff in standardisation at induction and INSET .

- 8.2. The audition enables the candidate to demonstrate her/his potential to undertake and be successful in the programme for which they have applied.
- 8.3. Both the audition and video/DVD submission provide opportunities for Faculty of Education Staff to assess more closely the suitability of the applicant for the programme of study.
- 8.4. All applicants selected to attend audition are provided with audition guidelines.
- 8.5. Applicants for distance-learning programmes will be selected on the basis of their paper application with any matters requiring clarification being addressed through email, fax, video/dvd, telephone or postal communication.

## 9. Clearing

- 9.1. The Faculty of Education will participate in and accept applicants through clearing if there are places remaining for a programme of study. Concessions will not be sought for applicants at this stage nor will applicants be able to apply for AP(E)L. Applicants presenting at the Clearing stage will only be considered for Scholarships or RAD Bursaries if one should become available during the clearing process. The specific criteria for awarding the scholarship or bursary will be applied according to the bursary applied for:

<http://www.rad.org.uk/study/higher-education/study-with-us/policy-procedures>

## 10. Deferred Entry

- 10.1. The Faculty of Education will accept applicants for deferred entry for all programmes (not including Postgraduate Certificate in Education: Dance Teaching programme). Deferred entry offers will be held for one year only.

Scholarships and RAD Bursaries will only be allocated in respect of the current entry cycle.

## **11. Staff development and training**

- 11.1. The Director of Education or Alternative Designate will ensure that all staff involved in the selection of applicants are trained in the use of the programme specific admissions procedures and Selection Criteria.
- 11.2. Provision is made within the budget for administrative staff to attend external training for UCAS admissions policy and procedures.
- 11.3. Internal training for administrative staff will be provided by the Registrar.

## **12. Registration**

- 12.1. All students are required to complete a registration form at the start of the programme and at the beginning of each subsequent level.
- 12.2. Students on distance-learning programmes are required to submit their registration form together with the first instalment of their fees before their programme materials and student cards can be released. Late payment will result in late access to online programme materials.
- 12.3. For university-validated programmes, registration information of new students will be passed to the validating university ahead of the programme start.

## **13. Data Protection**

- 13.1. Successful Applicants' records will be kept and maintained for the duration of registration on a programme study plus a further six years after graduation or withdrawal. After this date only a transcription of achievements ratified by a Board of Examiners will be maintained electronically and/or manually.
- 13.2. The records of Applicants who are unsuccessful will be kept for one year in case the applicant makes a complaint against the decision. If no complaint is lodged the records will be destroyed. The records of Applicants who are successful but do not start the programme will be kept for one year before they are destroyed.
- 13.3. The application form includes a declaration for applicants to sign which provides information on the RAD's compliance with the Data Protection Act 1998, Data Protection Employment Practices Code, the Public Interest

Disclosure Act 1998, the Crime and Disorder Act 1998, the Human Rights Act 1998, the Regulation of Investigatory Powers Act 2000, the Privacy and Electronic Communications (EC Directive) Regulations 2003, the Freedom of Information Act 2000, the United Kingdom Data Protection (Processing of Sensitive Personal Data) Order 2006.


#### 14. Monitoring and Review

- 14.1. The Admissions Policy and Procedure will be reviewed annually by the Education Sub-committee of the Board of Trustees of the Royal Academy of Dance on the advice of the Registrar and the members of the Policy and Strategy Committee or on consideration of external legislation for example from the QAA, UCAS, CDET, (TRA) or a validating partner organisation
- 14.2. Periodic reviews of programmes of study will take into consideration the appropriateness of the Admissions Policy and Procedure in light of the changing needs of the programme under review.

#### 15. Admissions Procedures

- 15.1. Details on our admissions procedures, for example selection criteria and information on concessionary entry, are available on the RAD website:

<https://www.rad.org.uk/study/higher-education/higher-education-1/how-to-apply>

Created	March 2002
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Ratified by the Education Sub-committee of the Board of Trustees of the Royal Academy of Dance	3 June 2019
Signed on behalf of the Education Sub-committee of the Board of Trustees of the Royal Academy of Dance by the Chair	
Review Date	May 2020