

# ITALIA CONTI

## Admissions Policy (FE & HE)

Approved by:	Senior Leadership Team
Reviewed by:	Head of Quality Assurance This policy will be reviewed annually
Date	28 <sup>th</sup> September 2022
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## **1. Introduction**

Italia Conti Arts Centre is a specialist performing arts college preparing young people to take up careers as performers in the entertainment industry.

The very nature of the college is creative and specialises in developing outstanding performance and creative skills. In order to produce highly skilled, creative and intellectual performers, the courses at Italia Conti aim to provide students with a diverse yet comprehensive education and training programmes, which will stimulate imagination and provide the necessary technical, creative and performance experiences in order to develop a range of skills necessary for young performers to enter the performing arts sector.

Italia Conti is committed to providing an equality of challenge for all students and an inspiring education for life.

This policy Italia Conti's *Audition Code of Practice* take into account the guidance outlined by the CDMT for the conduct of auditions and interviews at CDMT Accredited schools, and which provides the framework within which potential students are auditioned and interviewed for places on professional training courses, and for funding awards in dance, drama and musical theatre. The Code was originally commissioned by the Department for Education as part of the Dance and Drama Awards (DaDA) but the six precepts it outlines are compulsory for all CDMT Accredited schools whether they offer Dance and Drama Awards or not and have been adopted by Italia Conti when devising their audition procedure.

## **2. Recruitment and Admission aims**

Italia Conti welcomes applications for admission from all sections of society and is non-discriminatory in line with the Equality Act (2010) and its *Equal Opportunities Policy*.

This applies to all potential students and includes inappropriate discrimination on the grounds of: gender; age; religion or belief; physical ability or disability (including HIV status); learning ability; other special educational needs or academic or sporting ability; ethnicity; marital status and civil partnership; sex; sexual orientation; trade union membership; part-time and fixed-term working; gender reassignment; pregnancy and maternity, or on any other grounds deemed to be irrelevant to participation in the course.

## **3. Admission**

Admission auditions are open to all who feel that they have the talent and facility to benefit from the course offered at Italia Conti. Italia Conti undertakes to consider all applications.

Entry to all courses is selective by audition and interview. Whilst the panel will review educational qualifications, entry is also dependent upon the audition panel's assessment of the applicant's potential to thrive in the courses we offer and the necessary potential to pursue a career in the theatrical profession at the end of the course.

Applicants will need to meet the necessary level and fluency in English language as stated for each programme. Where applicable, overseas applicants are required to undertake a language proficiency assessment before a place is offered.

Applicants with a disability, or who have an additional educational need, and may need the audition circumstances adapted are requested to advise the admissions secretary of this at the time of application in order that reasonable adjustments may be offered.

Admissions procedures are reviewed annually. Procedures for admissions to HE courses are further reviewed annually in conjunction with Italia Conti's collaborative HE partner, UEL.

## 4. Application

4.1 Italia Conti is committed to providing accurate information to support the prospective students in the application and admissions procedure. Course information is updated regularly. The Admissions procedure is subject to annual review.

4.2 Course information is clearly stated and supplied online at:

<https://www.italiaconti.com/application>

Information on HE courses is also available via UCAS, and via Italia Conti's collaborative HE partner, the University of East London (UEL).

4.3 The individual course entries on the website outline the application, entry and audition requirements, and set out the evidence of the abilities that applicants may be asked to provide during an interview or audition.

4.4 Information on the availability of the criteria for the allocation of public and other funding is also stated on the application page of the Italia Conti website.

4.5 Potential candidates are asked to apply using the online application form via UCAS for degree qualifications, and via the website for Trinity Professional Diploma qualifications.

4.6 Applicants must complete the form and pay the audition fee in order to be considered for the course. Upon receiving an application, the Admissions Secretary will contact the candidate with a proposed audition date.

### 4.7 Audition Fee Waivers

Italia Conti welcome application for audition fee waivers. The following criteria applies:

- UK applicants only
- Applicants will need to evidence that their household has an income under £25000 p/a

- Evidence can be in the form of both parents/ guardians' P60's or HMRC tax statements OR confirmation that the applicant is in or has recently left the care system OR that the applicant is an independent individual (18 years+) that has not lived in the family home for more than 24 months and has been self-supporting.
- The application needs to be in writing with the relevant evidence before application is made
- Agreed applicants will be emailed with information how to access the application process with a fee waiver agreement.
- Further information, and the fee waiver application form is available on the website: <https://www.italiaconti.com/audition-fee-wavier>

4.8 Audition fees are non-refundable. These fees act as both an administration fee for processing a candidate's application as well as a non-refundable deposit for a place on an audition day.

4.9 All applicants for courses at Italia Conti will be offered an audition, provided they meet the following criteria:

- All candidates must complete the Italia Conti Registration form including a written statement, a photograph, and payment of the required non-refundable audition fee.
- Degree course candidates must complete a UCAS application, indicating the specific course and following all attendant procedures.
- The candidate must meet the age requirements of their course at the start of their first year of study.
- Applications must be received by the specified course deadline date.

## 5. Entry Requirements

While audition is the primary means of determining the applicant's suitability for entry, Italia Conti normally requires the following additional formal qualifications for entry to the **BA or CertHE programmes**:

- 18+ by the 31st of August in the year of entry.
- Level 2 English and Maths at GCSE Grade 4 or above or recognised equivalent qualifications.
- 64 UCAS points or admission through recognition of non-standard entry qualifications/experience:
- A level: CC or above
- Pearson BTEC Level 3 National Extended Diploma: MPP or above
- Access to HE Diploma: M = 15 credits, P = 30 credits
- IELTS Level 6
- Legal right to reside/study in the UK for the full period of the programme
- Evidence in hard copy of all the above must be provided
- Successful audition through Italia Conti, details of which can be found on the website, and in the Audition Code of Conduct

All candidates for **Italia Conti Trinity L6 Professional Diploma** courses will be offered an audition, provided they meet the following criteria:

- 16+ by the 31<sup>st</sup> August in the year of entry
- Legal right to reside/study in the UK for the full period of the programme
- Evidence in hard copy of all the above must be provided
- Successful audition through Italia Conti, details of which can be found on the website, and in the Audition Code of Conduct

## **6. Support needs**

Candidates are invited to disclose any access or learning requirements on their application form, so that any reasonable adjustments within the audition or interview process can be made.

In order to ensure that Italia Conti can offer as much support as possible, candidates are invited to disclose any long term, ongoing or significant past health issues on their application form so that these can be discussed.

## **7. Audition**

- Italia Conti undertakes to audition every eligible applicant.
- Italia Conti's equal opportunities policy applies to the admissions process. The same criteria for selection apply to all applicants. Audition criteria are reviewed and standardised annually.
- The individual course entries on the website outline audition requirements and procedures for each course and set out the evidence of the abilities that applicants may be asked to provide during an interview or audition.
- Auditions are normally held at Italia Conti. However, prospective students may be able to attend one of Italia Conti's regional auditions or participate in first round auditions through a digital submission. Information on these is available from the Admissions secretary and is also made available on the Italia Conti website.
- Italia Conti undertakes to provide candidates with the necessary information before and during the selection process.
- Italia Conti will contact all applicants upon receipt of the completed registration form to acknowledge receipt of the application.

- When an audition date has been assigned applicants are sent an email inviting them to attend an audition. The email will include:
  - audition date and time
  - audition requirements (what candidates will be asked to prepare)
  - details of the audition day
  - directions to the school / audition venue
- Full details of audition requirements and criteria used in the selection process are available in the subject specific *Audition Code of Practice* which is accessible for reference via the Italia Conti website at any stage of the process. Applicants are welcome to contact Italia Conti at any point with reference to the audition process.
- Italia Conti will aim to ensure that all candidates have the opportunity to demonstrate their potential to fulfil the aims of the course.

## **8. Audition Criteria:**

The aim of the audition is to provide the applicant with the opportunity to demonstrate the quality of their work and their potential to benefit from the course.

Auditions are conducted by panels of teaching staff, who discuss their observations, and all have an input into the decision-making process.

Italia Conti undertakes to ensure that:

- the decision-making process is fair and transparent
- all criteria for assessment are in keeping with the aims and objectives of the course, and relevant to industry requirements
- objective assessment criteria are used
- staff members responsible for auditioning / interviewing have the appropriate skills and expertise and are trained in audition / interview techniques
- where possible, that the panel includes both male and female members and represents the diversity of the training at the school
- those responsible for auditioning / interviewing know the aims of the course and are able to assess potential in relation to those aims
- those responsible for auditioning / interviewing use assessment forms alongside the criteria and keep clear, accurate and appropriate records of their findings
- an inclusive decision-making process is promoted. The auditioning / interviewing panel should discuss their observations and should all have an input into the decision-making process.

## **9. Offers of places**

Offers of places and scholarships (only applicable to the scholarship audition) are based upon successful performance in the audition process and interview, in addition to satisfactory entry requirements.

Offers are usually made within a month of the audition with acceptances required within two weeks of the offer being made (Diploma courses) or in line with UCAS requirements (HE courses). Applicants will receive detailed information following acceptance.

Clear information on funding is provided with the offer letter, together with details of the terms and conditions and deadline for acceptance.

Where a place is offered by way of a formal letter from the College, the deposit will be payable when the candidate accepts the offer.

Italia Conti reserves the right to alter or withdraw offers at any point.

## **10. Unsuccessful applicants**

Applicants who are unsuccessful are informed as soon as possible via email after the audition and no later than two weeks following their audition date.

Unsuccessful auditionees are entitled to feedback should they require it and should contact the Admissions team by email to [musicaltheatre@italiaconti.co.uk](mailto:musicaltheatre@italiaconti.co.uk).

## **11. Appeals**

Appeals can be made using the Italia Conti Complaints procedures. The complaints policy is available on the website. All auditions are documented for reference.

## **12. Linked Policies**

Audition Code of Practice, Acting  
Audition Code of Practice, Musical Theatre  
Complaints Policy  
Equality and Opportunities Policy  
Italia Conti Recruitment and Selection Processes, HE

For further audition information please see: [www.italiaconti.com](http://www.italiaconti.com)



## **Appendix: Italia Conti Recruitment and Selection Processes, HE**

### **Aims and Objectives**

- To ensure students are selected from a diverse pool of applicants, are supported and clearly informed about matriculation requirements and the selection process and have their potential and aptitude assessed fairly within that process.
- To ensure that the programme selects only those students who are demonstrably capable of developing and learning on this programme and reaching professional standards in performance.

### **Policy Principles:**

- Selection processes are clearly communicated in terms of the requirements.
- These requirements are specific, consistent and transparent.
- Selection processes are multi-dimensional and focus on aptitude and potential to develop; not knowledge and previous experience.
- Prospective candidates who do not meet the matriculation criteria and wish to be considered on the basis of AEL or ACL must indicate this at the point of application and enter into dialogue with academy.
- All candidates who meet the matriculation and administrative requirements are auditioned.
- Selection processes are conducted by those who are qualified and informed to make appropriate judgements.
- Those involved in selection are aware of the criteria for selection, and provide evaluative feedback to the programme for the purposes of selection.
- Detailed and specific information about the programme is available to prospective candidates.
- Feedback on performance during the selection process is offered to all candidates.
- Successful candidates are given clear and timely information to ensure their transition into the student body.
- All students applying to join the Programmes should be given the same opportunities in audition and interview. Candidates should be selected purely on the basis of the skills and potential.
- The selection processes should encourage and support participation from the widest possible range of potential candidates.
- Enrolling students should be provided with clear and accessible information and effective processes to allow an informed transition into training on the programme.

### **How is this demonstrated and managed?**

- 1) A *Code of Audition Practice* and expectation is available to all prospective students after application and is freely available on the Italia Conti website (see Auditions code of Practice).
- 2) A secondary application form is sent to all students applying through UCAS

(a requirement of the university) specifying additional detail that is pertinent to the programme of study.

- 3) Comprehensive and consistent information regarding audition, selection and enrolment processes is supplied to all candidates attending for audition.
- 4) Prospective candidates are assessed through a variety of processes, from improvisation to Shakespeare for acting courses, and across all three skills areas, i.e. acting, singing and dance for Musical Theatre, allowing a multi-dimensional approach establishing aptitude, and not just previous training.
- 5) All students' audition performance is assessed through specific and consistent criteria on assessment sheets, which are processed and held by the relevant admin offices. This provides the basis for feedback, when requested.
- 6) The programme *Handbook* and the programme *Specification* are available for prospective candidates at the point of audition.
- 7) The audition panel members are constituted from regular teachers on the relevant BA courses, briefed with regard to the specific selection criteria in audition, but consistently aware of the demands of the programme for which the students have applied. Student participation is to provide additional perspective, and not to make final judgements.
- 8) Successful candidates are supported through a comprehensive process of admission and induction to prepare them for study on the programme, and this involves communication before arrival and during an induction week.

### How is this measured and evaluated?

Measure/Action	Evidence	Evaluation
There is no alternative to audition as selection process, and these are rigorously conducted to a <i>Code of Practice</i> .	Audition <i>Code of Practice</i> Application forms Audition Documentation Candidate information pack.	Suitability for the programme is established through a specific, consistent and documented process, and students are made fully aware of this from application.
Student Induction and admissions require evidence of appropriate qualifications.	Admission and Registration Documentation Programme Spec.	Documentation (certificates or outcomes of AEL/ACL processes) are required. UCAS entry demands provision of relevant information. Audition documentation specifies matriculation and practical requirements.
Induction process is comprehensive and detailed guidance is given.	Student Handbook Induction timetable.	Progress and information are reviewed annually, and reflect student feedback.
Student retention, attendance and progression are monitored comprehensively and evidences standards.	Progression Board data Assessment Board Retention and attendance data.	Rigorous selection ensures that students on the programme are capable of progressing through the programme to defined standards
Graduate destinations indicate the programme selects suitable candidates for professional work.	Graduate Tracking Information.	Graduates consistently work within the profession, demonstrating the programme selects and trains effectively.

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