

UAL Level 2 Diploma in Art and Design

STUDENT HANDBOOK



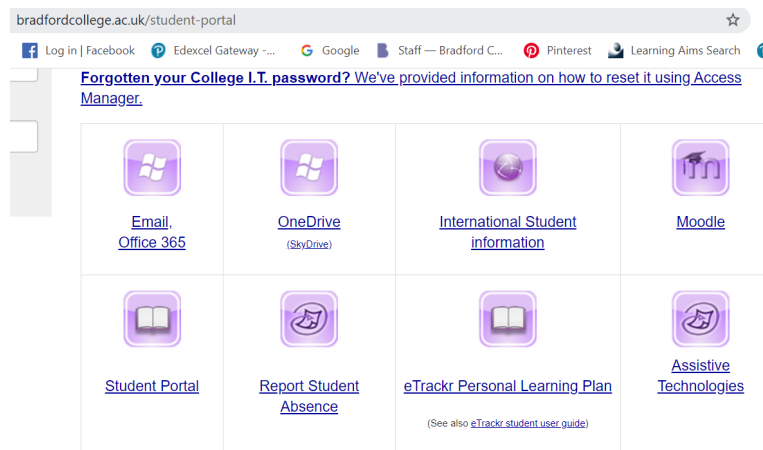
Absence Reporting

Lister Building Reception









01274 088998

Or report using the link on the student portal

You must contact before 9am for each day of absence



The screenshot shows the student portal interface for Bradford College. At the top, there is a navigation bar with the URL bradfordcollege.ac.uk/student-portal and several utility links: Log in | Facebook, Edexcel Gateway, Google, Staff — Bradford C..., Pinterest, and Learning Aims Search. Below the navigation bar, a message reads: "Forgotten your College I.T. password? We've provided information on how to reset it using Access Manager." The main content area is a grid of service links, each with an icon and a text label:

 Email, Office 365	 OneDrive (SkyDrive)	 International Student information	 Moodle
 Student Portal	 Report Student Absence	 eTrackr Personal Learning Plan <small>(See also eTrackr student user guide)</small>	 Assistive Technologies

Overview

The UAL Level 2 Diploma in Art and Design is a one year full time course aimed at students who have an interest in Art and Design and focuses on allowing students to develop their own ideas, creativity and style.

The course consists of 8 units and is at GCSE level. The emphasis is on studies into developing a critical and contextual awareness of your creative practice and areas for academic progression.

After year one each student will have the opportunity to further their studies and continue onto the Level 3 Diploma.

Careers & Progression

Successful completion of the UAL Level 2 Diploma in Art and Design can lead to progression onto a range of Further Education Programmes. Students are encouraged from the outset to research consider progression to our Level 3 Applied General Diploma in Art and Design.

Previous students have gone on to study and work in areas such as Graphic Design and Illustration, Fine Art, Fashion and Textiles, 3D Design, Theatre and Film Production, Commercial Photography, Teaching, Special effects and Make-up.

Aims of Programme

The Level 2 Award and Diploma in Art & Design will provide students with an introduction to art and design, enabling them to both re-engage with education and acquire the requisite knowledge, skills and understanding to progress to further education or employment in the creative industries.

The qualifications will provide students with:

1. An introductory experience to some of the materials, methods, processes and technical skills that support art and design activity
2. An introductory understanding of the context in which art and design activity is located
3. An opportunity to test student interest in art and design activities
4. Development of an awareness of the value of research to support art and design activity
5. An introduction to drawing skills necessary to support creative activity in art and design
6. Development of an understanding of the role of communication skills in the development of ideas
7. An opportunity to use the knowledge, understanding and skills developed throughout the qualification to identify, research and produce a personal art and design project.

FE Arts Team

Level 2 Diploma Course Leader – Lora Nevison

Nikki Sheen	n.sheen@bradfordcollege.ac.uk
Lora Nevison	l.nevison@bradfordcollege.ac.uk
Michael Tipping	m.tipping@bradfordcollege.ac.uk
Kulvinder Reehal	k.reehal@bradfordcollege.ac.uk
Nicola Turner	n.turner@bradfordcollege.ac.uk

Support

Helen Wood - Print Technician

Qayam Baig – Digital Technician

Anna Kornatovska – Photography Technician

Tony Carlton – 3D and Exhibitions Technician

Michael Welsh – Ceramics Technician



The Head of Division, Nathan Kelly (n.kelly@bradfordcollege.ac.uk), and Head of School, Lisa Edwards (l.edwards@bradfordcollege.ac.uk), take overall responsibility for staff and students involved in the programme, for overseeing the maintenance of academic standards and professional practice, the use of resources and the allocation of staffing and resources to the course.

For Assessment Criteria, see individual project briefs and UAL specification

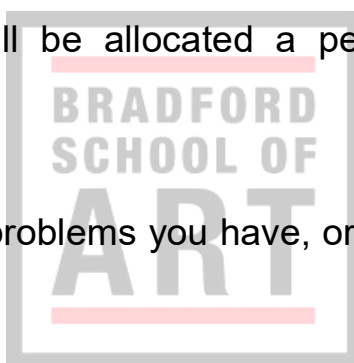
Maths & English

Students who do not have the necessary grades in Maths & English will also study to gain qualifications through specific classes. This will be factored into your timetable where appropriate.

Personal Tutorials

During induction you will be allocated a personal tutor who will be responsible for:

- helping you settle in
- helping you with any problems you have, or referring you to specialist help if required
- monitoring progress
- monitoring attendance
- organising ILP's (individual learning plans) regularly with each student



Personal Tutorials will be taught online and will cover a range of general subjects ranging from progression goals, self-assessment and wider subjects such as wellbeing, finance and equality etc.

Throughout the year there will be a number of group subject tutorials; these may be with any of your tutors and will be a session where you discuss your practical course work.

Assignments

Assignments form the basis for coursework. The lecturing staff will introduce the assignment and answer any questions. The assignment includes a standard set of information:

- The assignment title
- The unit number and title
- Start date and assessment date
- A description of the context for the project aims and objectives
- Assessment criteria
- Workshops and equipment needed

Assessment

Your work is graded against criteria set by the awarding body for each unit. It is important that you understand the criteria for which you are being set. Each project will have a clearer interpretation of the awarding body criteria for you to understand and will explain what the requirements are for each level of assessment. The most important aspect to remember with UAL is whichever the lowest grade is for each of the criteria will determine your overall grade. This includes the final major project (unit 8). To ensure assessment is fair, tutors across all level 2 UAL course will internally verify a sample of work. Tutors all attend UAL conferences to share projects and assessment with other UAL centres across the country.

For unit 8 external moderators from UAL will select and assess work to verify grading and the assessment process. Your overall grade will come from the work that is produced in this final Unit.

Expectations of you as an UAL learner

Attendance

As a student of Bradford College, you are expected to attend all classes. If, for any reason, you are unable to attend college, you must contact college to ensure that your lecturer knows not to expect you. It is then your responsibility to collect any notes and catch up on missed work.

Further Guidance on Attendance policies is detailed at the back of this handbook.

Punctuality

Lateness is a poor character trait, which results in delay or disruption of the class and is not tolerated. Repeated lateness to class will be dealt with via the College discipline procedure. If you drive to college please ensure that you leave yourself enough time to get to college and find a parking space.

Behaviour in Class

We encourage classroom discussion and your opinion, but please respect others' opinion. Mobile phones are allowed with discretion by your tutor to document work and progress. Texting and phone calls are not permitted.

Submission of work

All work must be submitted to meet the assignment deadline. If there are special circumstances as to why you are unable to meet the deadline and need an extension, then you must apply to your Course tutor a week prior to the deadline. Failure to submit work on time will result in one of the following; no mark given or a disciplinary procedure if it is a regular occurrence.

Standard of work

Any written work (such as Proposal or Evaluation) submitted must be word-processed, checked for accuracy and must contain a bibliography. Failure to supply a bibliography may result in your work not being marked or receiving minimum grading.

Plagiarism

Plagiarism is not tolerated by the College as an institution and will not be of any benefit to you as a learner. Any plagiarism spotted will immediately be dealt with through the College disciplinary procedure and any work will not be graded.



Extensions and Late Submission of Assignments

Learning to work to deadlines is an important aspect of your course and you should submit all work on time. To help you manage your time effectively each brief will clearly identify hand in dates to allow assessment to take place at the appropriate time. These dates may be subject to change, but you will be notified of any amendments in good time.

We appreciate that at certain times there may be exceptional mitigating circumstances (e.g. illness) that may prevent you from submitting work to the schedule. In cases such as these you should contact your course tutor **no later than 7 days prior** to the hand-in date and formally request an extension to that date. Dependent upon the circumstances, upon receipt of a request for an extension a new hand-in date may be negotiated. However, a request for an extension may be refused if the circumstances are not deemed to be valid. Please note that I.T. failure is **not** deemed to be a valid reason for an extension. You are advised to back-up your work regularly and allow plenty of time to print out assignments.

Requests received on or after the hand-in date **will not be considered**.

Please note that, in these situations, it could delay your progression into the next year or your certification.

End of Year Show

During the year students are expected to take part in many course-related activities.

End of Year Show – this takes place in June and is an opportunity for Students to display their work, this is also an assessed activity and an essential element of the External Moderation of final grades.

All students are expected to assist in the set-up and supervision of the show as part of the course. This is a busy time of year and it is very much a 'all hands-on deck' approach so jobs that need completing will be things such as painting walls, framing or mounting work, assisting friends and peers hanging their work, tidying gallery spaces and sweeping floors.

Other exhibitions may happen during the course which would be beneficial for those students involved or assisting.

Health and Safety

Students must read and become familiar with the Health & Safety procedures while at College.

You will be inducted to these at the beginning of the year and will be expected to adhere to these regulations during your sessions.

Make sure you understand fire procedures and know your assembly point.

General Guidance

Studios

- Store work and equipment carefully
- No food or drink
- Keep fire exits clear at all times
- Keep the floors clear of rubbish, paper or spills
- Do not use aerosols or solvent-based products without a spray booth

Workshops

- Keep all workshops tidy
- Keep floor clean
- No food or drink
- Keep long hair tied back
- Use machines correctly and only after training
- Use care when using all equipment
- Only operate machines if a member of staff is present
- Do not attempt to repair broken equipment
- Do not operate machinery whilst under the influence of alcohol, medication or drugs.

Report all accidents to staff immediately.

Equipment List

Essentials

- Pencils
- Eraser
- Sharpener
- Pen
- Sketchbook (preferably A3)
- Learning Journal (A5 notebook)
- Scissors

Specialist equipment

- Acrylic paint
- Brushes
- Inks
- Charcoal
- Chalk Pastels
- Oil pastels
- A2 sketchpad
- Pencil crayons
- Coloured marker pens
- Watercolours
- PVA Glue
- Masking Tape
- Pritt stick
- Digital Camera



Attendance Monitoring and Procedures

All students are expected to have 100% attendance. Attendance and punctuality will also be taken into account by the validating body, by employers and HE course through references, by the LEA and may affect Funding.

Attendance

If you are unable to attend college you must behave in a professional manner and contact us. Contact details to report absence are at the front of the handbook.

Students that are absent and do not notify us why, are marked as absent on the register - this could lead to having your attendance monitored (Attendance Tutorial), followed by the disciplinary procedure. If you are unable to contact us by phone, it would be advisable to let us know in writing, addressed to:

Level 2 Art and Design
Bradford College
Lister Building
Carlton Street
Bradford
BD7 1AY

Or e-mail l.nevison@bradfordcollege.ac.uk

In the case of three or more days' absence, the student should send a note of explanation or, where medical attention has been received, a doctor's note must be obtained and sent to the Course Tutor. In cases of

absences caused by other issues, e.g. financial or emotional, you must consult your tutor for guidance.

All students must work in College during course contact teaching times.

It is each student's responsibility to ensure they are registered at the start of each session.

All lates and absences are noted.

Poor attendance and lateness over two consecutive or intermittent sessions in a term will trigger an **attendance tutorial** where the matter will be discussed with a tutor and notes held on student file.

Students that do not attend, do not achieve - it's that simple. You must take responsibility for your own progress, learn self-discipline and behave professionally. This is crucial to your success on the course.

For students under 18, parents maybe contacted where there is a concern about your attendance and progress.

Withdrawal

If a student has not returned to College after a two-week absence and no contact has been made with the student, the student will be contacted by letter.

Always keep your Tutor informed and do not take holidays during term time. Students that do take holidays get behind with work, face a backlog on their return and it often can be the start of the slippery slope to failing the course.

Change of Address & Other

Students must inform the college of any change of address or telephone number as soon as possible.

Review and Evaluation

To ensure the aims and objectives of the course are being met, the course team continuously review the programme and students performance.

A vital part of that review process is feedback from students on all issues of the course and College, from staffing levels, equipment and resources available, trips, computer facilities, library services and so on.

There are numerous opportunities for students to feedback:

- Individual Tutorials
- Course Committee Meetings
- Group Tutorials
- Cross College Questionnaires
- Course Specific Questionnaires
- Students may also arrange to speak to staff at other times during the course.

