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# Level 3 CP: Art, Design & Communication Diploma/Extended Diploma Student Handbook 2023-24



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## Absence Reporting



Mike Tipping (Course Leader)

Email: [m.tipping@bradfordcollege.ac.uk](mailto:m.tipping@bradfordcollege.ac.uk)

Microsoft Teams: @michaeltipping

Lora Nevison (Course Tutor)

Email: [l.nevison@bradfordcollege.ac.uk](mailto:l.nevison@bradfordcollege.ac.uk)

Microsoft Teams: @loranevison

Lister Building Reception - 01274 438998

**You must contact before 9am for each day of absence**

## **Overview**

The UAL Level 3 Diploma and Extended Diploma in Creative Practice: Art, Design and Communication are qualifications for post-16 students looking to pursue a specialist career in the creative industries. Both qualifications provide students with the necessary industry relevant skills, knowledge and understanding to access appropriate entry level roles, training programmes or apprenticeships in the creative sector, or apply for progression to related higher education courses. There are no formal entry requirements for these qualifications. However, it is recommended that students have a minimum of 4 × GCSEs at grade 4 or above, at least one of which should be in a creative arts subject (or the equivalent Level 2 qualification in an appropriate subject).

## **Careers & Progression**

These qualifications are designed to support students to develop a portfolio of work which may assist them in making applications to appropriate entry level roles, training programmes, and apprenticeships of self-employment. The qualifications may also support students in progressing onto further and higher education courses, either in their own right or alongside other appropriate qualifications.

## **Aims of Programme**

**Level 3 CP: Art, Design & Communication**

**Diploma/Extended Diploma**

These qualifications provide an opportunity for those students who have ambitions and aspirations of a career in the creative industries and arts to explore, develop and test their creativity within a qualification structure that is stimulating and demanding. Students will have the opportunity to develop transferable skills, making them versatile and employable individuals whilst learning the importance and application of ethical and sustainable design principles; as well as developing a rich contextual knowledge and understanding of their developing

## **FE Arts Team**

Mike Tipping	m.tipping@bradfordcollege.ac.uk
Lora Nevison	l.nevison@bradfordcollege.ac.uk
Kul Reehal	k.reehal@bradfordcollege.ac.uk
Paul Holmes	paulh1@bradfordcollege.ac.uk

## **Support**

The Head of Division, Leanne Burnley, and Head of School, Emma Bolland, 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.

Tony Carlton, Lead Technician, oversees a team of specialist area technicians who are available to give support and guidance.

## **Course Content**

The UAL Level 3 Diploma in Creative Practice: Art,

Design and Communication contains the following three mandatory units:

- > Unit 1 The Creative Process
- > Unit 2 Developing Creative Practice
- > Unit 3 Responding to a set Brief

The UAL Level 3 Extended Diploma in Creative Practice: Art, Design and Communication contains the following six mandatory units:

- > Unit 1 The Creative Process
- > Unit 2 Developing Creative Practice
- > Unit 3 Responding to a set Brief
- > Unit 4 Researching a Specialist Industry Practice
- > Unit 5 Specialist Technical Skills Development
- > Unit 6 Specialist Creative Outcome

At the end of both qualifications, students will be synoptically assessed on their ability to apply their learning throughout the qualification to a set assignment (Unit 3) or a self-initiated project (Unit 6).

## **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 formative project assignments and answer any questions.

The assignment includes a standard set of information:

- The assignment 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 of the projects will have a clear 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. To ensure assessment is fair, tutors across all Level 3 UAL courses will internally verify a sample of work. Tutors all attend UAL conferences to share projects and assessment with other UAL centres across the country.

The UAL Level 3 Diploma in Creative Practice: Art, Design and Communication is graded using an overall qualification grade of Pass, Merit or Distinction. In order to be awarded the Diploma students must: > Achieve a Pass grade in Units 1 and 2 prior to undertaking the assessment for Unit 3 > Achieve a grade of Pass, Merit or Distinction for Unit 3 The grade awarded for the synoptic assignment (Unit 3) is the grade achieved for this qualification.

The UAL Level 3 Extended Diploma in Creative Practice: Art, Design and Communication is graded using an overall qualification grade of Pass, Merit or Distinction. In order to be awarded the Extended Diploma in Creative Practice: Art, Design and Communication students must: > Achieve a Pass grade in Units 1, 2, 3, 4 and 5 prior to undertaking the assessment for Unit 6 > Achieve a grade of Pass, Merit or Distinction for Unit 6 The grade awarded for the synoptic project (Unit 6) is the grade



achieved for this qualification.

## **Expectations of you as a Bradford School of Art student**

### **Attendance**

As a student of Bradford School of Art, 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 considered by employers and HE courses 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 email or telephone, it would be advisable to let us know in writing, addressed to:

Level 3 Art and Design  
Bradford School of Art  
Bradford College  
Lister Building  
Carlton Street  
Bradford  
BD7 1AY

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 Leader. 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, other than identified periods of online learning. 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 student 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.