



STUDENT HANDBOOK



Welcome to Bradford College

We are pleased that you have decided to study Music Performance and Production at Bradford College and hope that you will enjoy your time here.

This booklet will introduce you to the College and your course. It should be your first point of reference if you have any queries.

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Introduction

We hope that you find the course both enjoyable and challenging. To ensure that you give yourself the best possible chance to succeed it is essential that you start off on the right foot.

At the college we see ourselves very much as the bridge between the more structured discipline of school life and the independent and personal motivation required by Higher Education and the world of work.

You will have a much greater degree of flexibility and freedom at College, however, it is crucial to realise that this is because we expect you to take increasing responsibility for your own learning. After all, you have chosen to study here.

It is essential that you use study time wisely. Successful students learn to organise their time effectively and manage to juggle paid work, social life and college work. You must stay on top of your workload and ask staff if you have any difficulties. At the end of every term you will have a tutorial with your course tutor to ensure you are fully up to date. Any students who are not fully up to date with work will not be progressing onto the next term.

It is also essential that you experience music as often as possible, whether it be live or recorded. This will allow you to develop thoughts and opinions on different styles of music performance and production. Take advantage of the music venues we have here in West Yorkshire as they all offer something different.

Musicians are often thought of as having an innate talent or gift. The truth is that musicians work hard at their craft just as any other craftsman would. To get the most out of this course and develop your skills as a musician you must practice and work hard.

Class Etiquette

- Respect others, be polite, be prepared, be organized.
- Please ensure you turn up for class on time.
- You will need to take notes in class so please come prepared with a pencil, pen and a notebook. Yes, you are on a practical course but there are theoretical and written elements.
- **STRICTLY:** No eating or drinking in **any** of the rooms or studios. Water in plastic bottles is allowed.
- Contribute to class discussions when appropriate and avoid side conversations during lecture time.

Introduction to the course

You will be taught for approximately 12 hours a week over 34 weeks. The Staff involved in administration, teaching and delivering the Music Performance and Production course are:

Course Leader: Nicolas Sykes

Course Tutors:

Lewis Blofeld

John Dey

Attendance

You will be expected to arrange any appointments outside of class time.

Students are expected to attend all taught classes and if you are unable to attend for some reason it is essential that you let a member of staff know via Microsoft Teams or an email to n.sykes@bradfordcollege.ac.uk

Students that fail to do this will jeopardise their place on the course.

If you are ill for more than five days you will require a doctor's certificate or letter. If you are absent for more than three weeks without contact you will automatically be withdrawn from the course. Intermittent attendance will also be treated in the same way.

Poor attendance and/or failure to submit work may result in you not passing and progression onto the next term.

Punctuality

Students must arrive on time for class. If you arrive more than **ten minutes** late, the tutor will not allow you into the session and you will be marked absent on the register. If you are late for a session three times you will be required to attend a meeting with your course leader to discuss your progression.

Course Structure

Please see your included assessment plan for the structure of your course.

All students who have not yet achieved English and Maths GCSE will have to take classes and assessment at college; this will be embedded in your timetable.

You will be given an introduction to each subject by your tutor. You will be given guidelines about how to keep a scrapbook for each session if necessary and the level of work that is expected.

In each unit you will be asked to complete a number of course work tasks. These are practical projects with an element of written analysis.

Assessment

The course is assessed in a variety of ways including: practical work, work sheets, written assignments, research projects, presentations, log books, and group discussion. Evidence of your learning and progress will be collected in a number of ways and will then be graded against the relevant criteria.

Each unit has very clear guidelines on assessment and these will be clearly displayed on your assignment briefs. The assignment briefs will be available in a number of formats including electronically on Moodle and in 'hard copy' paper versions. They will also be made available with modifications if these are required. At the end of the course the units studied will be listed, showing the overall grade that you have achieved. The final unit is graded at Pass, Merit, or Distinction.

What can you do?

The tutors have the responsibility to see that you develop the skills needed throughout the course and that you are given the opportunities to demonstrate them through a series of assessed pieces of work. You also have a responsibility to complete the work and to be responsible for your part in the learning process.

- Your first responsibility is to attend the course and take part in the sessions. This allows you to build the skills needed to be successful in assignments and projects.
- Ensure that you fully understand a project and the assessed criteria. If you do not, please ask. The tutors are always happy to discuss any issues.
- Ensure that you actually do what is required for the project. The assignments are designed to indicate clearly what you have to do.

Assessed projects and activities should be seen as an opportunity to evidence the criteria required by the awarding body UAL. The nature of the course allows you ample opportunity to cover the entire content of the units. However if you miss a piece of assessment you may miss particular criteria. In this case the assessment committee will decide whether to:

- 1 Provide another opportunity for you to cover the criteria.
- 2 If possible, attach the missed criteria to another piece of work.
- 3 Offer you another unit in its place.

Grading

- You will have the chance to improve on work if appropriate but all work assessed in each term must be submitted to the assessment team by the end of the half term in order to be fully re marked and re graded.
- **Any work that has not been submitted by the given deadline will affect your progression on the course.**
- Your grade for the Final Unit will be decided at the end of each year by an external moderator.

Circumstances Affecting progress

It should be noted that the course team recognises that individual student circumstances may, from time to time, affect progress on the course. We are, of course, sympathetic and urge you to inform the team of issues as they happen if you feel it will affect your input to the sessions and your grades. In addition the college also offers provides a service of professional help for a variety of situations and circumstances. In these circumstances the tutor and student will negotiate a suitable extension for the submission of written work. The new date of submission for work will be recorded in the Departmental diary.

Deadlines

Deadlines are given on each project to allow you to complete work within an overall course timetable. Tutors will not mark late work unless a discussion regarding an extension has taken place. If the deadline has been met the work will be returned to you with full tutor feedback. If it has been handed in late the tutor will mark the work but not offer any feedback.

Appeals Procedure

It is College policy to operate a democratic assessment system, which provides students with the right to appeal against assessment results. Students have the right to appeal within seven days of receiving their grade. This must be done initially through the course tutor and, if you are still unhappy, you will be referred to Learner Services.

Disciplinary Procedure

Below are extracts from the College's formal disciplinary procedures relating to misconduct. A full copy may be obtained from Learner Services and is posted on the Student Intranet.

Misconduct in the classroom, workshop, studios or college Libraries:

- 1 A member of staff has authority to exclude a student from a class, studio, workshop or library in the event of misconduct.*
- 2 This is reported to the Head of Department who will investigate the Incident.*
- 3 If further disciplinary action is required the matter is referred to the Assistant Principal.*
- 4 The Assistant Principal has authority to suspend a student or to recommend that a disciplinary hearing be held to decide that no further action is required.*

Contact with parents

The College believes that it is important that the relationship between staff and students is one of mutual confidence and respect. However, in certain situations contact with parents is necessary. If an official college letter regarding progress or attendance is sent to a student, a copy of the letter will be sent to the parent if the student is under 18.

Enrichment

Throughout the programme you will take part in workshops, trips and visits. These are an essential part of the course as they relate to professional work and build group relationships. Many of these events may occur in the evenings, but adequate notice will be given. Students are encouraged to put forward ideas for trips. If a small group of students have a specialist interest then this will be considered.

Student Support Services:

Library Learner Resources
Student Finance
Students Union
Careers
The Base
Additional Learning Support
Careers

Music Office 01274 436497

Here are some comments from current students:

How did you feel the first day you came on the course?

"I felt very nervous and worried about getting to know new people"

"I felt nervous and scared. I hoped to make new friends, but felt alone on the first day"

"I was in a state of shock because I could not believe I had got on the course"

"I felt excited to be doing a course that I knew I would enjoy"

What advice would you give to a new student?

"To do tasks as soon as you get them"

"Keep track of work and research is really important. Make sure you have some time for yourself. Don't get stressed out, the tutors are there to help"

"Don't be too nervous about doing something in front of the group, they all have to do it too"

"Take work that you would not usually do as a challenge, you never know, you may enjoy it"

"Get on with your tutors; they are there to help you. You will need them before they need you"

What has been the high point of the course so far?

"Performing my own compositions live"

"Performing at a real venue in front of an audience"

"Achieving the grade that I deserve and feeling more confident in a new style such as jazz"

"There have been many high points on the course so far that were all challenging and very different"

And the low points?

"The first piece of written work, because I found it hard to get in to"

"Not being able to make decisions about what I want to do"

"Having a very heavy work load and people worrying about deadlines"

"People getting stressed and not getting on with each other"