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Level 3 Applied General Diploma in Art & Design (PHOTOGRAPHY)

Student Handbook 2021-22



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Absence Reporting



Mike Tipping (Course Leader)

Email: m.tipping@bradfordcollege.ac.uk

Microsoft Teams: @michaeltipping

Lora Nevison (Course Tutor)

Email: 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 Applied General Diploma in Art and Design is a one-year full time course aimed at Post-16 students who have completed a GCSE or Level 2 Art & Design qualification and have a love of Art and Design. The course focuses on allowing students to develop their own ideas, creativity and style.

The course aims to develop students' understanding and application of visual language and the creative process, enabling them to develop creative ideas and produce creative outcomes.

After successful completion of year one, each student will have the opportunity to further their studies and continue onto the Applied General Extended Diploma. Those who undertake the Extended Diploma will be able to further develop and enhance their skills and knowledge within a particular specialist practice such as fashion or graphic design.

Careers & Progression

Successful completion of the Level 3 Applied General Diploma in Art & Design can lead to progression onto the Extended Diploma.

The UAL Level 3 Applied General Diploma and Extended Diploma in Art & Design are designed to be 'Applied General' qualifications that provide

post-16 students with the skills, knowledge and understanding necessary to progress into further or higher education and training. The skills developed throughout these qualifications may also support students to progress into appropriate entry level roles, training programmes or apprenticeships in the creative sector.

Aims of Programme

Level 3 Applied General Diploma in Art & Design

The objectives of these qualifications are to enable students to:

1. Develop a critical and contextual awareness of different perspectives and approaches within art, design or related subjects of study or work.
2. Research, analyse and evaluate relevant information and ideas in order to develop creative solutions.
3. Understand, adapt and use appropriate practical skills.
4. Solve complex problems through the application of art, design or related practical, theoretical and technical understanding.
5. Critically review the effectiveness and appropriateness of methods, actions and results.
6. Use evaluative and reflective skills to take responsibility for their own learning, development and decision making.
7. Take responsibility for the research, planning, time and actions required to access progression opportunities.
8. Present themselves and their work.

FE Arts Team

Level 3 Applied General Diploma Course Leader – Mike Tipping

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

Support

Helen Wood - Print Technician

Qayam Baig – Digital Technician

Anna Kornatovska – Photography Technician

Tony Carlton – 3D and Exhibitions Technician

The Head of Division, Nathan Kelly, and Head of School, Lisa Edwards, 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.

Course Content

The Level 3 Applied General Diploma in Art & Design (PHOTOGRAPHY) course comprises of 3 Formative Projects which are internally assessed in preparation for:

Unit 1 Diagnostic Investigation in Art and Design (externally assessed).

The final grade for the UAL Level 3 Applied General Diploma in Art & Design is determined entirely by the grade achieved in Unit 1. The final

grade for this qualification is based on a structure of Fail, Pass, Merit and Distinction. 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 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 three formative 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 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.

Unit 1 - Diagnostic Investigation in Art and Design is set and marked by UAL Awarding Body and assesses students' skills, knowledge and

understanding of the learning undertaken.

The external assessment is in the style of set tasks. UAL Awarding Body requires students to demonstrate their understanding and application of knowledge and skills through the completion of a series of tasks, and in response to a set theme.

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.