

**ADMISSIONS POLICY AND RPA AUDITION CRITERIA**

**Purpose:**

* To ensure that all Applicants receive consistent and favourable treatment, in line with the Reynolds Training Academy’s Equality, Diversity and Inclusion Policy (EDI)
* To ensure that all potential Applicants are provided with free and accurate information about the Training Academy’s programmes to enable them to make an informed choice in line with the Reynolds Training Academy’s, Information, Advice and Guidance Policy (IAG)
* To ensure that we collect and store only personal data on Applicants and Learners which is relevant to college business in line with the requirements of the Data Protection Act (1998)
* We respect the rights of Learners to access, update and correct the data that we hold on them

**Staff Involved**

CEO, Principal/Programme Manager, Director of Quality & Training, Administration Team.

**Quality Review**

This procedure is reviewed annually to ensure that it remains effective. All staff are invited to comment on its effectiveness and contribute to its’ review. Amendment is the responsibility of the Principal and Director of Quality & Training.

**Policy Statement**

Reynolds Training Academy seeks to attract and recruit Learners in a way that is fair, consistent, clear, and confidential in the interests of the Learner. In order to do this, it is our policy to:

* Ensure that members of staff making admission decisions are equipped to make the required judgements and are competent to undertake their roles and responsibilities
* Ensure that promotional materials and activities are accurate, relevant, inclusive, current, and accessible and provide information that will enable Applicants to make informed decisions about their options
* Ensure that selection Policies and Procedures are clear and are followed fairly, courteously, consistently, and expeditiously. Transparent entry requirements, both academic and non-academic, are used to underpin judgements made during the selection process for entry. Offer potential Learners opportunities to discuss their needs with curriculum staff and, where practicable, access taster sessions to allow them to make decisions informed by personal experience
* Conduct admissions processes efficiently, effectively, and courteously according to fully documented operational procedures
* Inform prospective Learners, at the earliest opportunity, of any significant changes to a programme made between the time the offer of a place is made and enrolment is completed and advise them of the options available in the circumstances
* Ensure that when Applicants have accepted a place, the arrangements for the enrolment, registration and induction of new Learners are explained to them, and to ensure that these arrangements promote their efficient and effective integration as Learners. Also, to ensure that they are informed of the expectations Reynolds Training Academy has of them as Learners
* Provide clear feedback to unsuccessful Applicants on request and deal effectively and promptly with any complaints about the process

**Processes:**

**Enquiries**

Enquiries to Reynolds Training Academy come from a variety of sources. These include Open Days, referrals from organisations, and enquiries originating from the Training Academy’s website.

All enquiries are logged on the appropriate spreadsheet by the Administration Team. These are saved to a central location.

As a first response to all enquiries, a standard email is sent to the potential Applicant by a member of staff from the Administration Team.

**Information/Open Days**

Any Learners wishing to apply for a place on the Performing Arts course can attend an Information/Open Day which are held throughout the academic year. The purpose of the day is to enable interested parties to experience a ‘day in the life of the college’, gain information by talking to staff and Learners and also have the opportunity to observe a variety of classes throughout the day.

The day is organised as follows:

* Presentation outlining the context of Reynolds Training Academy, course/qualifications being offered, delivery models, course expectations, information on fees, funding and eligibility
* ‘Walk Through’ tour with Learner Representatives as the guide, in some instances it is possible for potential Learners to join classes and experience taught sessions
* Opportunity to ask any questions with any member of staff and Learners throughout the day and a specific Q&A session with the Principal and Programme Manager

**Taster Days**

Learners may be invited to attend a Taster Day prior to being accepted onto the programme. This is to enable both the Learner and Reynolds Training Academy to determine whether the programme is the most suitable option for the Learner.

**Audition Criteria (RPA ONLY)**

Reynolds Performing Arts follows the Code of Practice for Auditions prepared by the Council for Dance, Drama and Musical Theatre (CDMT), (previously CDET).

**Reynolds Performing Arts undertakes to consider all Applications**

All Applicants will be offered an audition, provided they meet the following criteria:

* All Applicants must complete an Application Form together with the required photographs and character reference and payment of the audition fee is required prior to the audition date
* The Applicant must meet the age requirements of their course at the start of their first year of study
* Applicants are invited to disclose any access or learning requirements on their application form, so that any reasonable adjustments to the audition or interview process can be made
* In order to ensure that Reynolds Performing Arts can offer as much support as possible, Candidates are invited to disclose any long-term health issues and/or injuries on their application form so that these may be discussed at the interview stage of the audition
* Reynolds Performing Arts does not discriminate according to the Equality Act 2010. People of all minority groups and backgrounds will be encouraged to apply and positive action will be taken when appropriate to ensure under-represented groups are recruited where ability and aptitude are equal in Applicants

**Applicants Selection Process Information**

After the Applicant has returned their completed Application Form along with their preferred Audition date and the Audition fee of £30 (where applicable), they are added to the Audition List and sent a letter outlining the content and expectations of the audition.

Applicants will be told in advance about the method of selection, e.g. audition, interview or a combination. Applicants will also be told how, where and when the audition and/or interview will take place. For Applicants who are under 18 years on 31st August of year of entry, information about the audition will also be sent to the parent/carer.

* All applications are submitted via the correct Application Form. Applicants are given a choice of dates that run throughout the academic year. Reynolds Performing Arts guarantees to confirm the audition date within one week, although confirmations are usually sent within 48 hours. Candidates will be sent an email to confirm their audition date and time. The email provides Candidates with the following information:
	+ audition requirements
	+ text and/or song Candidates need to prepare (where applicable)
	+ details of the audition day
	+ directions to Reynolds Training Academy

**Audition Procedure**

These vary depending on pathways and the most up to date requirements can be found on the website:

<https://www.reynoldsgroup.co.uk/performing-arts/audition-requirements/>

All Candidates will be interviewed by the audition Panel.

**Experience, Prior Learning, Audition and Formal Qualifications**

Reynolds Performing Arts, in common with other Performing Arts Colleges, accepts Applicants who have followed unconventional academic pathways, Applicants who have changed study and/or career choices and Applicants who have little experience in musical theatre and/or acting but who show great potential.

**Entry Criteria**

Audition is the primary means of determining the Applicant’s suitability for entry.

Reynolds Performing Arts delivers an Extended Level 3 and a Level 4 Diploma qualification validated with the University of the Arts London. The Extended Level 3 is equivalent to 3 A ‘Levels and Level 4 is equal to the first year of a Degree.

Both qualifications demand appropriate levels of research, reflection and analysis to be undertaken by Learners including written essays and reflective accounts. Therefore, it is advisable that all Applicants achieve a grade 4 or above in GCSE English and maths. Applicants who do not successfully achieve a grade 4 will be expected to study GCSE and/or Functional Skills as part of their programme if they accepted onto the programme.

**Audition Criteria**

The aim of the audition is to provide the Applicant with the opportunity to demonstrate the quality of his/her work and his/her potential to benefit from the course. Auditions are conducted by the Principal and Programme Manager of Performing Arts and Panels of teaching staff. The Panel looks for reasonable evidence that the Applicant:

* is able to demonstrate potential in the pathway they are auditioning for: acting, dance or musical theatre
* is able to portray a character convincingly
* is able to apply their intelligence to the understanding of text, music and choreography and the communication of meaning
* is capable of work of distinctive individuality
* is able to work effectively with others
* is flexible, industrious and receptive to suggestions
* possesses the work ethic, motivation and stamina to participate in the training and successfully complete the course

**Specific Criteria for Selection**

Reynolds Performing Arts undertakes that the decision-making process is fair and transparent.

Each member of the audition Panel completes a detailed Audition Report Audition Form, which records each Panel member’s comments about each stage of the audition process, and gives grades in a number of areas, as detailed below:

Dance:

* Potential: strength, control, athleticism, placement and coordination
* Quality: style, musicality, focus and receptiveness to change
* Presentation: interpretation, expressiveness and characterisation

Acting:

* Sense of character/situation
* Use of text, listening and reacting
* Physicality
* Ability to be directed

Singing:

* Vocal quality: strength, pitch, tone, range
* Technique: Musicality, Use of Dynamics, Projection
* Presentation: Involvement, Expressiveness, Interpretation

If there are any discrepancies of opinion amongst the Panel, the Candidates in question are auditioned further and extra time is allocated for this purpose.

**Allocation of Government and other Funding**

Fees and funding information is included on the web pages and information sheet.

Following the auditions, successful Candidates will be informed of the range of

Funding options available to them.

Every effort is made to ensure Candidates feel at ease, are given ample opportunity to demonstrate their potential for training and are given opportunities to ask questions.

Candidates are informed by letter if they have been successful in being offered a place on the course. Letters are sent out within 10 days of the audition date.

Candidates who are recalled are informed in writing within a week of their audition.

Since different Performing Arts Colleges are looking for different qualities and skills in

their Candidates, Reynolds Performing Arts does not give advice or feedback to unsuccessful

Candidates in case our advice is inappropriate for entry to other institutions.

The outcome of the audition and interview may be one of the following:

* **Successful**: a letter is sent requesting an initial nonrefundable payment towards Reynolds Training Academy’s production fees.
* **Recall/Reserve:** a letter is sent inviting the prospective Learner to attend a second audition.
* **Unsuccessful**: a letter is sent at the same time as successful Candidates.

Following receipt of the Learner’s initial production fees, an Induction Pack is sent out. This includes term dates, a uniform list, items needed for the first day and an accommodation list.

RTA Admissions Policy and RPA Audition Criteria – Reviewed 8-8-2023 / 1-3-2024