

ITALIA CONTI

Admissions Policy

Approved by: Policy Steering Group	15 th November 2024
Reviewed by:	Quality Assurance Team
Checked by:	Policy Steering Group
Next review due:	15 th November 2025

This Policy is reviewed annually.

1. Introduction	3
2. Recruitment and Admission aims	3
3. Admission	4
4. Application	5
5. Entry Requirements.....	7
6) Experience and prior learning accreditation:	8
7) Support needs	9
8) Audition and Interview Process.....	9
9) Audition Procedure (Vocational Courses)	10
10) Audition Criteria	11
11) Offers of places	11
12) Unsuccessful applicants.....	12
13) Complaints and Appeals	12
14) Linked Policies.....	12
15) Appendix A.	14

1. Introduction

- 1.1 Italia Conti is a specialist performing arts institution preparing young people to take up careers as performers in the entertainment industry.
- 1.2 The very nature of Italia Conti is creative, and it specialises in developing outstanding performance and creative skills. In order to produce highly skilled, creative and intellectual performers, the courses at Italia Conti aim to provide students with a diverse yet comprehensive education and training programmes, which will stimulate imagination and provide the necessary technical, creative and performance experiences in order to develop a range of skills necessary for young performers to enter the performing arts sector.
- 1.3 Italia Conti is committed to providing an equality of challenge for all students and an inspiring education for life. It is committed to creating a welcoming and inclusive community that inspires and enables individuals to exceed their expectations.
- 1.4 This policy and Italia Conti's *Audition Code of Practice* take into account the guidance outlined by the Council for Dance, Drama and Musical Theatre (CDMT) for the conduct of auditions and interviews at CDMT Accredited schools, and which provides the framework within which potential students are auditioned and interviewed for places on professional training courses, and for funding awards in dance, drama and musical theatre. The Code was originally commissioned by the Department for Education as part of the Dance and Drama Awards (DaDA) but the six precepts it outlines are compulsory for all CDMT Accredited schools whether they offer Dance and Drama Awards or not and have been adopted by Italia Conti when devising their audition procedure.
- 1.5 Italia Conti operate within the guidelines of the CDMT Code of Audition Practice which is available in this Policy in [Appendix A](#). Audition tasks and requirements are clearly signposted on the [Italia Conti website](#), and communicated to applicants by email. Expectations such as appropriate dress and assessment guidelines are also specified.
- 1.6 Italia Conti does not discriminate on grounds of age, background, ethnicity, disability, family circumstances, gender, nationality, political beliefs or party membership, religion, sexual orientation or on any other grounds deemed to be irrelevant to participation in the course.

2. Recruitment and Admission aims

- 2.1 Italia Conti's Mission Statement is to "empower passionate individuals to excel in the performing and creative arts, fostering an inclusive environment that provides the skills and confidence to shape their future."
- 2.2 Italia Conti welcomes applications for admission from all sections of society and is non-discriminatory in line with its Mission Statement, values, the Equality Act (2010) and its *Equal Opportunities Policy*.

2.3 This applies to all potential students and includes inappropriate discrimination on the grounds of: gender; age; religion or belief; physical ability or disability (including HIV status); learning ability; other special educational needs or academic or sporting ability; ethnicity; marital status and civil partnership; sex; sexual orientation; trade union membership; part-time and fixed-term working; gender reassignment; pregnancy and maternity, or on any other grounds deemed to be irrelevant to participation in the course.

3. Admission

3.1 In line with HE and FE delivery partners, Italia Conti is committed to widening access to higher education by providing clear information and advice to applicants, and to raising awareness and opportunity in the pre-HE community in order to generate interest and enthusiasm in those potential applicants who might benefit from the course provision offered by Italia Conti.

3.2 Italia Conti has generated an Access and Participation Plan which details the strategies implemented by the institution in widening access, progression and success.

3.3 This policy embraces the expectations and indicators of sound practice of the UK Quality Code for HE; Part B: Assuring and enhancing academic quality Chapter B2 Admissions, Recruitment and Widening Access and relates to applications to all taught programmes approved Italia Conti's collaborative partners and all modes and levels of study.

3.4 Admission auditions are open to all who feel that they have the talent and facility to benefit from the course offered at Italia Conti. Italia Conti undertakes to consider all applications.

3.5 Entry to all accredited courses is competitive. Applicants are selected by audition and interview. Whilst the panel will review educational qualifications, entry is also dependent upon the audition panel's assessment of the applicant's potential to thrive in the courses we offer and the necessary potential to pursue a career in the theatrical profession at the end of the course.

3.6 Italia Conti ensures that decisions regarding admissions to courses are made by appropriate staff, who are equipped to make the required judgements and are competent to undertake their roles and responsibilities.

3.7 Applicants will need to meet the necessary level and fluency in English language as stated for each programme. Where applicable, overseas applicants are required to undertake a language proficiency assessment before a place is offered.

3.8 Applicants with a disability, or who have an additional educational need, and may need the audition circumstances adapted are requested to advise the Admissions

Coordinator of this at the time of application in order that reasonable adjustments may be offered.

3.9 Admissions procedures are reviewed annually in conjunction with Italia Conti's collaborative delivery partners.

4. Application

4.1 Italia Conti is committed to providing accurate information to support prospective students in the application and admissions procedure. Course information is updated regularly. The Admissions procedure is subject to annual review.

4.2 Course information is clearly stated and supplied online at:
[Our Courses | Italia Conti](#)

Information on HE courses is also available via UCAS, and via Italia Conti's collaborative HE partners, the University of East London (UEL) and the University of Chichester.

Information on the Trinity College L6 Professional Diplomas is clearly available on the Italia Conti course pages on the website [here](#).

Information on short courses is available on the website [here](#).

4.3 The individual course entries on the website outline the application, entry and audition requirements, and set out the evidence of the abilities that applicants may be asked to provide during an interview or audition.

4.4 Information on the availability of the criteria for the allocation of public and other funding is also stated on the individual course information pages on the Italia Conti website.

4.5 Applicants for undergraduate courses will normally apply via UCAS. Applicants will then be directed to a further Italia Conti specific online application form. Applicants must complete this form and pay the non-refundable audition fee (£45) in order to be considered for the course. Applicants cannot apply through UCAS alone for Italia Conti's courses.

4.6 Applicants for Trinity Diploma courses, postgraduate courses, and for the BA Acting (Musical Theatre) programme should apply using the "Apply" link on the Italia Conti website.

4.7 All applicants must complete the Italia Conti specific application form and pay the audition fee in order to be considered for the course, including a written statement, photograph and payment of the required non-refundable audition fee.¹ Upon receiving

¹ Means tested audition fee waivers are available – see section 4.11

an application, the Admissions Co-ordinator will contact the candidate with a proposed audition date.

4.8 Applicants who have applied through UCAS and who have not received an email containing a link to Italia Conti's application form should contact admissions@italiaconti.co.uk.

4.9 All applicants for the BA Acting, BA Dance and BA Musical Theatre will automatically be considered for the relevant CertHE course and may be considered for other undergraduate courses. There is no need to make a separate application for both Cert HE and BA (Hons) courses.

4.10 All applicants for courses at Italia Conti will be offered an audition, provided they meet the following criteria:

- All candidates must complete the Italia Conti Registration form including a written statement, a photograph, and payment of the required non-refundable audition fee.
- Degree course candidates will normally complete a UCAS application, indicating the specific course and following all attendant procedures.
- The candidate must meet the age requirements of their course at the start of their first year of study.
- Applications must be received by the specified course deadline date.

Audition Fees and Audition Fee Waivers

4.11 Audition fees are non-refundable. These fees act as both an administration fee for processing a candidate's application as well as a non-refundable deposit for a place on an audition day.

Should an applicant need to rearrange an audition date, Italia Conti, where possible and dates/availability allow, operate a discretionary policy of no more than three date changes – after which a reasonable administration fee may need to be charged.

4.12 Italia Conti welcome application for audition fee waivers. The following criteria apply:

- UK applicants only
- Applicants will need to evidence that their household has an income under £25000 p/a
- Evidence may include the following formats
 - A P60 or self-assessment return for the tax year 2023-24 for each parent/guardian in the household.
 - Confirmation that the applicant is in or has recently left the care system.
 - Evidence that the applicant is an independent (18 years+) that has not lived in the family home for more than 24 months and has been self-supporting.
 - Applicants will need to attach a copy of their passport as proof of residency.

- The application needs to be in writing with the relevant evidence before application is made
- Agreed applicants will be emailed with information how to access the application process with a fee waiver agreement.
- Further information, and the fee waiver application form is available on the website: <https://www.italiaconti.com/audition-fee-wavier>

5. Entry Requirements

5.1 Undergraduate Entry

While audition is the primary means of determining the applicant's suitability for entry, Italia Conti normally requires the following additional formal qualifications for entry to the BA or CertHE courses:

- 18+ by the 31st of August in the year of entry (Scottish school leaver may be considered at 17+)
- Level 2 English and Maths at GCSE Grade 4 or above or recognised equivalent qualifications.
- 64 UCAS points or admission through recognition of non-standard entry qualifications/experience:
 - A level: CC or above
 - Pearson BTEC Level 3 National Extended Diploma: MPP or above
 - Pearson BTEC L3 National Diploma MM
 - Other qualifications that attract UCAS points such as UAL, RSL, OCR Diplomas, Extended Diplomas and T-Levels, e.g.
 - UAL L3 Diploma (Distinction)
 - UAL L3 Extended Diploma (Pass or above)
 - Access to HE Diploma: M = 15 credits, P = 30 credits
 - T-Levels
- IELTS Level 6 where English is not the applicant's first language
- Legal right to reside/study in the UK for the full period of the programme
- Evidence in hard copy of all the above must be provided
- Successful audition through Italia Conti, details of which can be found on the website, and in the Audition Code of Conduct

5.2 All candidates for **Italia Conti Trinity L6 Professional Diploma and FdA Musical Theatre and Dance courses** will be offered an audition, provided they meet the following criteria:

- 16+ by the 31st August in the year of entry
- Legal right to reside/study in the UK for the full period of the programme
- Evidence in hard copy of all the above must be provided
- Successful audition through Italia Conti, details of which can be found on the website, and in the Audition Code of Conduct

For FdA entry, the following will also normally apply:

- Level 2 English and Maths at GCSE Grade 4 or above or recognised equivalent qualifications.
- 64 UCAS points or admission through recognition of non-standard entry qualifications/experience:

5.3 Postgraduate entry

Candidates for postgraduate courses at Italia Conti will be required to attend an interview. Practical postgraduate courses may involve a practical task or audition. Online MA courses may involve a portfolio as well as an interview. Italia Conti normally requires the following additional formal qualifications for entry to the postgraduate MA / MFA courses:

- An Honours degree at 2:2 or higher in a related discipline
- Relevant employment or experience
- IELTS Level 6 where English is not the applicant's first language

6) Experience and prior learning accreditation:

6.1 Italia Conti, in common with other performing arts institutions may consider applications from those who have followed unconventional academic pathways, those who have changed careers later in life and those who may have little experience in performance or even of the humanities but who show great potential. The value-added dimension of a vocational education for the latter group should not be underestimated. The implications of these factors are that:

- For vocational courses, there is no alternative to audition as a means of admitting students to the course.
- Italia Conti may ask for sample written work from prospective candidates to support an application with this profile through the matriculation requirements of the validating university and the programme
- When Italia Conti is satisfied that an applicant from an unconventional academic background without formal qualifications nevertheless fulfils the audition criteria it may accredit previous learning.

Non-Standard Entry Requirements- Applicants without formal qualifications

6.2 On occasion, non-standard entry procedures may be used for applicants who

- do not have the normal minimum entry qualifications;
- do not have, or are unable to provide, evidence of the minimum entry qualifications (for example, those with refugee status who may not be able to supply evidence).
- those who have mislaid evidence of qualifications and are unable to get copies or confirmation from the relevant awarding bodies.

6.3 In these cases, Italia Conti will set appropriate entry tasks to assess sufficiency of academic and vocational ability to assess whether the applicant will be able to engage

successfully with the proposed course of study. The tasks will include assessment of an appropriate level of literacy.

6.4 In line with validating body requirements, course teams at Italia Conti have the responsibility for setting appropriate entry tasks with clear guidance and for providing feedback which is both of value to the student and can be referred to subsequently in the event of a decision being challenged.

6.5 The Admissions Coordinator at Italia Conti has the responsibility for ensuring that applicants who are applying through these routes are advised to speak to relevant academic staff to ensure that the applicants understand what is required of them and are given appropriate support regarding the process.

Admission on the Basis of Prior Experience (Recognition of Prior Experiential Learning (RPEL))

Undergraduate study

6.6 On occasion, non-standard entry procedures may be used for applicants who do not have the normal minimum entry qualifications but may have extensive professional vocational experience.

6.7 In these circumstances, the vocational or experiential experience will be interrogated through audition and interview and evidence requested.

Postgraduate Study

6.8 Applicants who have already completed up to 90 credits at Masters Level may use these credits to apply for Recognition of Prior Learning (RPL) towards the total of 180 credits to gain the MA Creative Arts Education or MA in Creative Arts Practice. Candidates should note that that RPL may affect their eligibility for any Postgraduate loan. For details go to gov.uk/masters-loan/eligibility.

6.9 Applicants who have already completed an MA in Teaching and Coaching: The Speaking Voice or Actor's Movement may be eligible to apply for the relevant MFA. Applications are considered on a case-by-case basis.

7) Support needs

7.1 Candidates are invited to disclose any access or learning requirements on their application form, so that any reasonable adjustments within the audition or interview process can be made.

7.2 In order to ensure that Italia Conti can offer as much support as possible, candidates are encouraged to disclose any long term, ongoing or significant past health issues on their application form so that these can be discussed.

8) Audition and Interview Process

8.1. Auditions for Italia Conti's vocational training courses operate under a strict *Code of Practice* to ensure their audition procedures are fair, rigorous and transparent. The *Code of Practice* is in line with guidelines issued by the CDMT (Council for Dance, Drama and Musical Theatre Training):

- a) Italia Conti undertakes to audition every eligible applicant.
- b) Italia Conti's equal opportunities policy applies to the admissions process. The same criteria for selection apply to all applicants. Audition criteria are reviewed and standardised annually.
- c) The purpose of the audition / interview process is to ensure effective selection and the appropriate placement of the applicant on Italia Conti courses.
- d) Italia Conti undertakes to provide candidates with the necessary information before and during the selection process. The individual course entries on the website outline audition requirements and procedures for each course and set out the evidence of the abilities that applicants may be asked to provide during an interview or audition.
- e) Italia Conti will contact all applicants upon receipt of the completed application form and payment to acknowledge receipt.
- f) Once the application and payment is complete, applicants will be sent an email with an audition submission date. The email will include:
 - audition submission date
 - audition requirements (what candidates will be asked to prepare)
- g) Italia Conti will aim to ensure that all candidates have the opportunity to demonstrate their potential to fulfil the aims of the course.

9) Audition Procedure (Vocational Courses)

The entrance audition comprises of a two-stage process:

- (1) First round online audition
- (2) live onsite recall audition and interview.

Each audition is divided into various components, with the addition of an Interview at the recall stage.

9.1 First Round Auditions (BA, Cert HE, FdA and Trinity Diploma Courses)

- All first-round auditions are via digital submission (self-tape). Information on these is made available to candidates by the Admissions Co-ordinator and is also clearly available on the Italia Conti website.

9.2 Second Round Auditions (BA, Cert HE, FdA and Trinity Diploma Courses – Recall Audition)

- Recall auditions are live events, and generally take place in person rather than online. Following the First-Round auditions, successful candidates, applicants will be sent an email with a recall audition date. This email will include:
 - Recall audition date
 - audition requirements (what candidates will be asked to prepare)
 - details of the audition day
 - directions to the school / audition venue

9.3 Interviews (Postgraduate and Online courses)

Applicants for postgraduate and online courses will undertake an interview following their application.

These may be digital or in person events, depending on the requirements of the specific course.

10)Audition Criteria

10.1 The aim of the audition is to provide the applicant with the opportunity to demonstrate the quality of their work and their potential to benefit from the course.

10.2 Auditions are conducted by panels of teaching staff, who discuss their observations, and all have an input into the decision-making process.

10.3 Italia Conti undertakes to ensure that:

- the decision-making process is fair and transparent
- all criteria for assessment are in keeping with the aims and objectives of the course, and relevant to industry requirements
- objective assessment criteria are used
- staff members responsible for auditioning / interviewing have the appropriate skills and expertise and are trained in audition / interview techniques
- where possible, that the panel includes both male and female members and represents the diversity of the training at the school
- those responsible for auditioning / interviewing know the aims of the course and are able to assess potential in relation to those aims
- those responsible for auditioning / interviewing use assessment forms alongside the criteria and keep clear, accurate and appropriate records of their findings
- an inclusive decision-making process is promoted. The auditioning / interviewing panel should discuss their observations and should all have an input into the decision-making process.

11)Offers of places

11.1 Offers of places and scholarships (only applicable to the scholarship audition) are based upon successful performance in the audition process and interview, in addition to satisfactory entry requirements.

11.2 Offers are usually made within a month of the audition with acceptances required within two weeks of the offer being made (Diploma courses) or in line with UCAS requirements (HE courses). Applicants will receive detailed information following acceptance.

11.3 Clear information on funding is provided with the offer letter, together with details of the terms and conditions and deadline for acceptance.

11.4 Where a place is offered by way of a formal letter from Italia Conti, the deposit will be payable when the candidate accepts the offer.

11.5 Italia Conti reserves the right to alter or withdraw offers at any point.

12) Unsuccessful applicants

12.1 Applicants who are unsuccessful are informed as soon as possible via email after the audition and no later than two weeks following their audition date.

12.2 Italia Conti are unable to supply feedback.

13) Complaints and Appeals

13.1 Complaints and appeals from applicants regarding the admissions process will be handled in accordance with the Italia Conti Complaints Policy and procedures, which is available on the website.

13.2 The Complaints Procedure allows the complainant to express dissatisfaction either about the way in which an application has been handled or the procedural irregularities affecting the admissions outcome. In either case, it may concern actions or inaction by Italia Conti or its staff. All auditions are documented for reference.

13.3 Applicants do not have the right to appeal against the academic judgement made on their application.

14) Linked Policies

- *Audition Code of Practice*
- *Complaints Policy and Procedures*
- *Equality and Opportunities Policy*
- *Scholarship Policy*
- *DaDA Policy*

For further audition information please see: <https://www.italiaconti.com/apply/>

15) Appendix A.

Audition Code of Practice

Auditions and interviews for Italia Conti's courses operate under a strict *Code of Practice* to ensure its audition and interview procedure is fair, rigorous and transparent.

This is in line with precepts outlined by CDMT (Council for Dance, Drama and Musical Theatre Training) in their *Code of Practice for Auditions*, which governs the conduct of auditions and interviews at CDMT accredited schools. It provides the framework within which potential students are auditioned and interviewed for places on professional training courses and for funding awards in dance, drama and musical theatre.

The code covers six elements of an application procedure comment, referred to as its 'precepts'. These precepts are the key principles underpinning a fair and transparent procedure. The code forms the basis for the fair and consistent treatment of candidates.

These precepts inform, and are fully embedded into, the Italia Conti Admissions Policy.

The six precepts that form the basis of the CDMT Code of Practice for Auditions and Interviews are as follows:

A school undertakes to

- consider all applications
- provide candidates with the necessary information before and at the selection process
- provide information on the availability and criteria for the allocation of public and other funding
- give candidates the opportunity to demonstrate their potential to fulfil the aims of the course
- ensure that the decision-making process is fair and transparent
- ensure that candidates are informed of the outcome of an audition / interview in a timely manner.

All CDMT schools are also required to have an Admissions Appeals Procedure. This is covered in section 13 above.

END