

1 Course Information Policy (QC Chapter B2, B3, B4, B5, B6 Part C)

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Person Responsible	Programme Manager
Linked policies	Admissions policy Complaints and Appeals Policy
Mapping to Quality Code	QC Chapter B2, B3, B4, B5, B6 Part C

1.1 Overview

Ballet West aims to be open and transparent with information about the institution and its courses, providing relevant, timely and accurate information to prospective candidates, students, their parents and other stakeholders. This need for openness is obviously constrained by legislation relating to individual's personal data.

1.2 Website - Pre-contract information [B2/7]

1.2.1 The Ballet West website aim to clearly convey the mission and ethos of Ballet West in addition to the courses on offer. [C1]

1.2.2 The following specific information will be available [C2, C3]

- Entry Requirements, relating to dance, academic achievement and English language
- Overview of course content including duration
- Application process and audition fee payable
- Fees payable, including timing of payments
- Potential sources of funding
- Other learning opportunities at Ballet West
- Terms and conditions
- Other Ballet West policies
- Ballet West Policies and forms
 - Attendance Policy
 - Ballet West Authorised Absence Request
 - Late Authorisation policy and form
 - Personal Extenuating Circumstance Policy and Form
 - Health & Safety Policy
 - Ballet West Equality and diversity Policy
 - Safeguarding and Welfare Policy
 - Ballet West Anti-Bullying Policy
 - Ballet West Complaints Procedure
 - Ballet West Complaints Form
- Destinations of former graduates

1.3 Information provided at Offer Stage

1.3.1 Students who are offered a place on a programme of study will receive a pack which contains -

- The Offer Letter, detailing any conditions of the offer
- The Enrolment Form and details of the statutory right to cancel
- A copy of the Terms and Conditions [B3/8]
- The Ballet West Handbook containing all policies and procedures for students
- A copy of the Student Rules and Disciplinary Procedures

1.4 Information on Completed Acceptance of Offer

1.4.1 On receipt of the deposit and all conditions being met, successful candidates will be sent further information on the course. This will include

- Term Dates
- Details of uniform and stockists
- Details of books and other equipment
- Student registration form
- GP registration form
- Further details about making application to student funding bodies
- Contact details of staff at Ballet West who can help with further enquiries [B2/10]

1.4.2 Any changes in the course will be notified to all students as soon as practical, with options presented clearly to them, as applicable. [B2/9]

1.5 Student handbooks

[B3/7, B4/4, C4, C5]

1.5.1 On enrolment on the course students each year will be issued with a Course handbook which contains the following information.

- General Information for Ballet West
- Programme Information including aims of the qualification, an overview of the course, staff contact details
- Detailed Module Guidance
- factual information (module title, module tutor, type, level, credit value, notional learning hours)
- rationale and relationship with other modules
- aims of the module
- pre-requisite modules or specified entry requirements
- intended learning outcomes/ teaching and learning strategy
- indicative content
- assessment strategy, assessment methods and their relative weighting
- mapping of assessment tasks to learning outcomes
- Dates of all assessments throughout the academic year.
- teaching staff associated with the module

- key reading list and other indicative texts
- Assessment Procedures & Regulations
- Information on presentation & submission of work including methods of assessment Feedback and guidance on avoiding Plagiarism & Academic Misconduct
- Other course information including reading list, details of the library and IT facilities
- Details of student support available
- Information on roles of key people including staff and student representatives

1.5.2 All handbooks are reviewed annually.

1.6 Individual Feedback

[B6/5, B6/9]

- 1.6.1 Due to the practical nature of the majority of the courses, constant verbal feedback is a key element of learning and teaching at Ballet West.
- 1.6.2 Written feedback is also important and individual feedback will be given to students in a timely manner after assessments
- 1.6.3 Staff should ensure that all feedback is constructive, development and highlights positive aspects of work as well as areas for development. Where appropriate, feedback should relate to professional practice and career development.
- 1.6.4 Staff should be willing to discuss feedback in person if requested by the student.

1.7 Feedback on course delivery

[B5/1, B5/2, B5/5, B5/6, B5/7]

- 1.7.1 Students should be positively encouraged to engage with the process of course delivery and its regular review.
- 1.7.2 The mechanisms by which this occurs are as follows
- Informal discussion with students as individuals or in class
 - Module evaluation forms with outcomes fed into Programme Committee meeting, minuted, action taken and assessed at later meetings
 - More formal, end of module discussions with outcomes fed back to staff and programme committee meetings.
 - Representation through student reps to course committee and academic board meetings.
- 1.7.3 All these mechanisms should be two-way, with action points fed back to the student body directly or through student reps.

1.8 Results

[C6]

- 1.8.1 Students will be provided with a detailed listing of the marks gained in all assessments and the final degree classification, in accordance with Validating Body regulations. This will be provided online and in hard copy.
- 1.8.2 Results will only be confirmed on the instructions of the validating university.

1.9 External examiner's reports

[B7/14]

- 1.9.1 External examiner reports are produced following the exam boards. They will be discussed at the next Programme Committee (usually the December meeting) and in that way disseminated to the current student population.
- 1.9.2 Any graduated student can receive a copy of the report on request.