

LEEDS
COLLEGE
OF ART
ART AND
DESIGN

BTEC EXTENDED
DIPLOMA
COURSE HANDBOOK
2010/11



THIS HANDBOOK TELLS YOU ABOUT YOUR COURSE WHAT YOU WILL LEARN, WHAT JOBS OR PROFESSIONS IT CAN LEAD TO AND HOW YOU CAN MAKE THE BEST USE OF YOUR OPPORTUNITIES WHILST STUDYING HERE. IT ALSO INCLUDES AN INTRODUCTION TO LEEDS AS A CITY.

IF THERE IS SOME INFORMATION YOU WOULD LIKE TO KNOW, WHICH YOU CANNOT FIND HERE, THE STUDENT ADVICE TEAM OR YOUR COURSE TUTORS WILL BE ONLY TOO WILLING TO HELP YOU OR FILL IN THE MISSING DETAILS.

CONTENTS

| PAGE | SECTION |
|--------------|---|
| 03 | People Who your course tutors are How the College is managed Student advice team Student representation |
| 04-05 | Course Structure Course philosophy Year one Year two Core units General course information |
| 06 | Your yearly timetable How your day is timetabled Holiday and term dates Private study Time management Settling in |
| 07-09 | Assessment Assessment information Assessment grades Problems over assessment Referrals |
| 10 | Course & College Rules Attendance Behaviour and respect for others Plagiarism Health and safety Web safety |
| 11 | How you can help us Course consultative meetings Student reps Suggestion boxes/email How to deal with problems |
| 12-14 | Life at your College Students' union Finance and admissions College opening times |

| PAGE | SECTION |
|--------------|--|
| 15-17 | Your life in Leeds Travel in and around Leeds Sports Arts and culture Galleries |
| 18 | Finance and funding Student hardship fund |
| 19-20 | Student Charter Introduction Before you start your studies During your studies Learning resources Student support Finance Equality and diversity Health and safety Involvement in College life |

PEOPLE

WHO YOUR COURSE TUTORS ARE

Your Course Leader who is in charge of running the course is Suzanne Archer. Telephone 0113 202 8115, email suzanne.archer@leeds-art.ac.uk

Sue Brown - First Year Tutor
Mark Harris - Second Year Tutor

Other members of staff are:
Year One/Year Two Tutors;

Duncan Mosley
Mark Dunn
James Quinn
Matthew Duckett
Lorna Jewitt
Fran Simpson
Katie Stanworth

Contextual Studies Tutors:
Toby Juliff
James Quinn
Fran Simpson

Studio Support Staff:
Christina Kulikowski
Sean Harrison

Functional Skills:
Anna Gardener

The Course Administrator, Anna Papera, Telephone 0113 202 8117, email anna.papera@leeds-art.ac.uk, will help you to obtain forms, timetables, or any other documentation you may need. Her office is room number 282. In the same building the City Centre site, you will also see students on the BTEC Level One and Level Two Extended Diploma in Graphic Design and the Foundation Diploma course.

HOW THE COLLEGE IS MANAGED

The College is independent and receives most of its money from the Government. The Principal is responsible for the running of the College, guided by the Governing Body, who have the responsibility to make strategic decisions. The senior management team of the College are as follows:

Simone Wonnacott - Principal
Sharon Bailey - Director of Finance
Stephen Smith - Dean of the Faculty of Media & Design Communication
Simon Thorpe - Dean of the Faculty of Fine Art & Design
Dave Russell - Dean of the Faculty of Further Education

Student Reps

Your Student Reps play a vital role in letting you know what is happening and communicating to the Course Team what you are thinking about the work and the organisation of the course.

You elect them at the beginning of term and they attend Course Consultative meetings and meetings with the Principal. Course Consultative meetings are held monthly. If you have anything you would like discussed at them please tell your Student Rep, as we welcome your suggestions.

STUDENT ADVICE TEAM

Jackie Groves, Christine Bampton-Smith, Diane Knowles, Nicola Sheehan, Debbie Powell and Allison Stimpson are the staff of the Student Advice Team. They have an office on the ground floor of the Rossington Street Building and are also located at the Blenheim Walk Building. They are there for you if you need to discuss anything to do with your college and/or your personal life. If you are unhappy with the course, have financial difficulties or benefits problems, go and see one of them. They will do their best to help you in any way they can.

STUDENT REPRESENTATION

The Student Union executive is elected annually by the students. The people in the Student Union executive could be, but are not necessarily the same as the course student reps. The Student Union exists for your benefit and can only work effectively if everyone supports it. It usually arranges social activities, including a Christmas Ball. You do not have to pay to join. The College gives the Union a grant so that it does not have to raise funds.

The Student Liaison Officer, or members of the Student Union will introduce themselves to you during the first few weeks of term.

COURSE STRUCTURE

COURSE PHILOSOPHY

The course is designed to enable you to gain skills across a broad range of art and design disciplines and to discover your specialist area of interest.

You will be set assignments that allow you to be creative, to demonstrate your ability to think and problem solve; all necessary skills for the artist and designer and ones which are sought after by Higher Education Institutions and employers.

We encourage students to explore a wide range of materials and methods. You will be given the opportunity to work with technology alongside traditional processes in order to discover the most suitable method for achieving your aims.

We aim to provide a course that you find both interesting and exciting and gives a foundation for a lifetime career. Remember, you are the next generation of artists and designers and what you produce today is relevant and important for the future.

YEAR ONE

You will have an induction period which is designed to introduce you to the College. This allows you to see what is going on and to make sure that you are on the right course. During this time you will get to know other students and tutors on the course and take part in art and design activities.

After the induction period you will move into a series of studio assignments which develop your colour, drawing and research skills and you will also be introduced you to Photography and use of Apple Macs. These continue into the Spring term and give you the opportunity to further develop your art and design skills whilst gaining an awareness of Graphics, Textiles/Fashion, 3D Design and Fine Art.

Towards the middle of the spring term you will begin to have an idea of where your interests lie and which of the specialist areas you would like to move into during your second year.

You will work on several projects that will help you determine your choice of specialist area.

Historical and Contextual Studies will be taught throughout the year.

Functional Skills

College is just one step on your path to the future. Whether you already know that you want to go on to university, have decided to look for a job after college or still have no idea what the future holds, there are certain skills that will be invaluable to you, now and in the future. The Personal and Professional Development on your course will help you develop and practise a range of communications and ICT skills that will be relevant to you, whatever path you take.

These are all skills that are highly valued at colleges, universities and workplaces throughout the country.

The sessions will be a mix of skills work and required coursework. The coursework will support both the Functional Skills unit on the Extended Diploma course and Contextual Studies. Students will be required to research into their future prospects (education or career paths) and produce a report from that research. This report will also be assessed for the ED Personal and Professional Development unit. English functional skills will be completed by first year students as appropriate.

YEAR TWO

Specialist Areas

- Textiles/Fashion
- 3D Design
- Fine Art
- Graphics

Throughout the year you will continue to develop your drawing, design and visual research skills within your chosen specialist area.

You will also continue historical and contextual studies through a specialist area investigation where you are required to produce an illustrated case study into the work of an artist or designer from your chosen specialisation.

Your understanding of professional practice is developed through live briefs where you will work to a brief set by a practising artist or designer.

Towards the end of the second year you will work on a final major project that provides an opportunity for you to demonstrate fully the creativity, skills and understanding you have acquired throughout the duration of the course.

As you progress through the year you will be developing a portfolio for application to Higher Education, and will be given information and guidance from course tutors and career specialists about careers and courses open to you in your particular specialism.

To gain the National Diploma Art and Design you have to successfully complete 18 units made up of 5 Core units and 13 Specialist units.

Functional Skills

Students will be registered for the ICT Key Skills qualification. This involves an exam and a portfolio.

COURSE STRUCTURE

CORE UNITS

- Unit 1** Visual Recording in Art and Design
- Unit 2** Materials, Techniques and Processes in Art and Design
- Unit 3** Ideas and Concepts in Art and Design
- Unit 4** Communication through Art and Design
- Unit 5** Contextual Influences in Art and Design

During the first year you will also work on units:

- Unit 12** Computers in Art and Design
- Unit 23** Photography, Media Techniques and Technology

The selection of the remaining 11 Specialist units relates directly to the second year specialist pathways of, Textiles/Fashion, 3D Design, Fine Art and Visual Communication.

GENERAL COURSE INFORMATION

Tutorial System

You will be allocated a tutor during induction, normally your year tutor or a member of the teaching staff who teaches you regularly. They will arrange termly tutorials, to review your progress on all aspects of your learning programme. During the first term, one of the Student Advice Team will also arrange a meeting with you to discuss any issues which might affect your work, such as finances, health or personal relationships.

Supporting Studies

Students who do not achieve English Language GCSE at grade C or above will have the opportunity to resit the qualification during the first year of the course.

Enrichment

Life at College is more than just study. The friendships you will make, and the activities you will take part in, are important factors in developing your whole attitude to life. Throughout your course, you will be invited to take part in optional activities. Some are closely related to your studies, visiting lecturers, competitions etc, but you will also have the chance to take part in a range of events, some organised by staff and some by the Student Union.

Learning Support

If you find the language or number skills on the course difficult, a Learning Support tutor will help you with them on a regular basis. You may already know that you would find this useful. If so, tell your tutor, or the Key Skills Co-ordinator. When you have completed the Key skills exercise, you may be recommended to take this help. Usually, the Learning Support tutor will help you with your existing project work. In the past, many students have found this help very valuable in completing their courses successfully.

Expenses

We hope to offer you an exciting experience of art and design practice, one which will enable you to develop strong personal ideas along with the necessary skills for further progression.

The course is designed to allow you to gain an understanding of existing art and design practice through visits to exhibitions and other places of interest. We try to keep the cost of trips as low as possible.

We strongly advise students to purchase a starter pack of art materials at the beginning of the year when you arrive at College as these contain most of the equipment you will need for the year. We realise that for most students, money is short and do not expect you to buy any really expensive materials. The starter pack consists of gouache paints, brushes, craft knife etc, and is sold to you at well below shop price.

The majority of materials you will use for assignments will be provided by the College, however, there may be occasions when you will be required additional materials.

YOUR YEARLY TIMETABLE

HOW YOUR DAY IS TIMETABLED

As you can see there are three terms with a one week half-term holiday in the Autumn and Spring terms. Your Course Leader will give you a detailed timetable for the year. A copy of which will be placed on the course notice-board for later reference.

The daily sessions last from

9.00 am – 12.00pm and

1.00 pm – 4.00 pm

There could be short breaks in each session, depending on what you are doing, and when it is convenient. You can of course work on in the studios in the evening until 6.30 pm providing you tell your tutor, so that in case of an emergency, the Duty Officer knows you are in the building. You cannot use the specialist workshops unless there is a tutor-technician there.

The City Centre site and Blenheim Walk Buildings are open until 9.00 pm when Adult Education classes are in session, and this is most of the year.

Holidays and term dates

| | |
|---------------|--|
| Autumn term | 6 Sep – 17 Dec |
| Half term | 25 Oct – 29 Oct |
| Spring term | 10 Jan – 2 Apr |
| Half term | 21 Feb – 25 Feb |
| Summer term | 18 Apr – 17 Jun |
| Bank holidays | 22 & 25 Apr, 2 & 30 May |

PRIVATE STUDY TIME

During the week you will have the opportunity for Private Study, (sessions without a tutor being present). If your room is being used there is plenty of space in the Library for quiet work. You are advised to use these periods for additional research and to finish projects.

TIME MANAGEMENT

Studio sessions are longer than you might expect. There are no bells and we expect you to take much more responsibility over how you work and how much you work. This does not mean we do not care about how you work. In Higher Education or employment you are expected to work things out for yourself most of the time including how you manage your time. We are preparing you for this transition.

SETTLING IN

The first week of the course is called the Induction Period. During it you meet your tutors, the members of the Student Advice Team team and you join the Library. You learn about the College's responsibilities toward you (the Student Charter), and you accept your responsibilities in return, (the Student Contract).

ASSESSMENT

ASSESSMENT INFORMATION

Accreditation of Prior Learning

At your first tutorial in the Induction Period your Personal Tutor will discuss with you educational and personal achievements, so that your learning programme can be planned for the course. It is helpful therefore, if you bring your Record of Achievement, (if you have one) to the first tutorial. During the discussion it may become apparent that you have already learnt, or experienced some of the subject matter of the course. You could be exempted for part or all of a module. Even if it were considered advisable that you attended these sessions, you would not have to be assessed. Your Personal Tutor, if this appears possible, will contact the Dean, who will explain the Accreditation of Prior Learning procedure to you.

When you have read the next few pages you should understand:

- When and how assessment takes place
- How you can ensure that you provide evidence of all the progress you are making
- What you can do if you are unhappy about the way you have been assessed

When assessment takes place

Some assessment is formative (informal) and does not count towards your final grade. If you are producing several short pieces of work for a longer project, comments may be made so that you can improve or develop these for your final presentation.

Formal assessment

Your course is broken up into 18 units. These are blocks of learning time at the end of which you receive a grade. You must pass 18 units to receive your BTEC Extended Diploma.

Some units are concentrated and you spend about 1½ days a week for five weeks on them. Others last for most of the year, as you spend a much shorter time on them each week.

Assessment not only takes place when you hand in a piece of work, but also whilst you are producing this work. Tutors observe how you are managing your time schedule, how you are solving the problems you are encountering, to what extent you are demonstrating the required skills, or developing your original ideas. That is why your research files and notebooks are so important.

ASSESSMENT GRADES

How are you assessed?

The key to understanding your assessment and in being able to do yourself justice lies in your understanding of the written brief, which is given to you at the beginning of each assignment or project. On the brief you will see:

- The deadline date – when you must hand your work in
- The unit(s) the brief relates to
- The details of what you must produce and on what you will be assessed
- What you must have done to achieve a Pass
- What particular aspects of your work you will be assessed on to achieve a grade higher than a Pass.

Unclassified

If you do not achieve all of the Pass criteria that were available for the brief you will not pass. This means you must submit any missing work, or re-submit existing work when you have improved it, at a later date agreed by yourself and your tutor.

Fail

If it is not possible for you to re-submit, eg. the assessment was based on your attendance at a specific event, which you did not attend, you would be given a Fail, and depending on its importance, you would either lose a proportion of your grading for the unit, or you would be given a new brief.

Grades higher than Pass:

Merit

If you obtain a Merit this means that your work was considerably better than the standard required for Pass, and you have worked with a good deal of independence.

Distinction

If you obtain a Distinction this generally means your work was exceptionally better than the standard required for a Pass in all aspects, and you have worked with a high level of independence and initiative.

When does assessment take place?

Course briefs clearly indicate when your assessment will take place. You will receive clear feedback on your progress within specific units on assessment feedback sheets for each brief.

In the majority of cases you will receive written feedback on assignments within ten working days of handing them in. The feedback will provide information on how well you have done in relation to the grading criteria so that you are then able to see how to progress further, and how to improve your work. If you do not understand clearly the feedback provided you should ask for further guidance from your tutors.

This process will be monitored by the course internal verifier to ensure that assessment procedures are fair and consistent.

ASSESSMENT

ASSESSMENT GRADES CONTINUED

Your grades

All your assessment grades are recorded by your Course Leader and kept in your individual assessment file. You are encouraged to keep your own record of your progress and you should keep copies of all assignment feedback in a safe place. You should refer to them regularly in order to make progress.

Students not completing all compulsory second year units before the course end date will be required to resubmit their work as an external candidate, and may be subject to External Candidate Re-Submission Fees.

Final grades will not be confirmed until July of Year Two.

To calculate your overall grades, points are allocated to the grades you have achieved for internally and externally assessed units as follows:

| For each unit Result | Points |
|-------------------------|--------|
| Pass | 6 |
| Merit | 12 |
| Distinction | 18 |

The points are added together to give your final grades as follows:

| BTEC Extended Diploma in Art & Design Points | Grades |
|---|--------|
| 252-324 | DDD |
| 228-251 | DDM |
| 204-227 | DMM |
| 180-203 | MMM |
| 156-179 | MMP |
| 132-155 | MPP |
| 108-131 | PPP |

In conclusion

Your tutors' ultimate objective is that you know yourself how good your work is and do not need a tutor's grade. You practice self-assessment through discussions with your tutors or through self-evaluation reports, the first being at the end of your first term. This helps you to assess your own progress.

PROBLEMS OVER ASSESSMENT

What you should do if you are unhappy about your assessment

First talk to one of the tutors who has assessed your work or to your Personal Tutor. Normally any worries or difficulties can then be settled by joint discussion between you. If you are still worried over your assessment go and see your Course Leader who will arrange for your work to be looked at once more.

If you are still unhappy about the assessment the Course Leader will ask the Internal Verifier to review the situation.

Tutors can, however, when re-assessing feel they have graded too generously rather than too harshly. Even if your assessment grade remains the same, the additional feedback you will have received should help you understand why you had not done quite as well as you thought.

What happens if you do not meet the deadline date?

If you know you are going to have problems completing work on time for whatever reason, discuss these with the tutor concerned, (or your Personal Tutor) before the deadline date arrives. You can then fill in a form in which you and the tutor work out another deadline date, if the tutor agrees. If there is a specific reason, bring evidence for it (eg doctor's note). If you know religious observance and holidays will affect your ability to complete work or be present at College you should tell your Course Leader at the beginning of the term in which they take place.

Work handed in by the agreed deadline will be marked and returned containing comprehensive feedback. The aim of the feedback is to enable the student to clearly identify areas for further improvement in their work.

Students will have the opportunity to act on the feedback provided and resubmit previously marked work on one further occasion, providing that;

- The original work was handed in by the agreed deadline date
- The resubmitted work is handed in by the agreed deadline date

Work handed in after a set deadline date, will be marked at the lecturer's convenience.

Students handing in work after the agreed deadline date will not be permitted to resubmit work in order to improve their grade.

ASSESSMENT

REFERRALS

Year One

If the work you submit for assignment or unit does not meet all the assessment criteria you will receive a Referral. This means that you must submit any missing work or resubmit existing work when you have improved it at a later date agreed by yourself and your tutor.

If the Referrals were so serious that they showed you were having serious difficulties and you would be unlikely to complete the course successfully, your Course Leader would discuss with you whether you should repeat the First Year, or whether it might be in your best interests to choose another course of study. If so you could discuss the situation with the Careers Guidance Officer in the Student Advice Team.

All first year assessed units/projects must be completed before the commencement of the second year of the course.

Students not completing all compulsory first year units will be required to repeat the first year of the course or submit work as an external candidate, and may be subject to External Candidate Re-Submission Fees.

Year Two

You will receive a Certificate of Achievement from BTEC listing the modules you have achieved. You are able to gain your Diploma if you pass your Referred Modules within 5 years. However, this may be difficult to accomplish if there is too much of a delay.

Students not completing all compulsory second year units before the course end date will be required to resubmit their work as an external candidate, and will be subjected to External Candidate Re-Submission Fees.

COURSE & COLLEGE RULES

ATTENDANCE

We expect you to be present at all timetabled sessions. We know that if you miss sessions or are not punctual you gradually miss vital information or briefings, and your work steadily deteriorates. For this reason constant attendance is vital and to make sure of that we monitor your attendance by class register. If you arrive after the official start time you are marked 'Late'. Remember that in Art and Design discussion on the brief and the day's work is given at the start of the day, so being late means you miss vital information.

If you are going to be absent you should ring the Course Administrator. If the Course Administrator is not present you should leave a message with the Switchboard Receptionist. If you are in receipt of a College Award eg EMA or Residential Bursary you will need to obtain full details which are available from the Student Advice Team.

If you are under 18 years old should bring a note from your parents on your return explaining your absence. A doctor's note is needed for longer periods of illnesses from students of all ages.

There are very few reasons why you should miss sessions. For example, doctor's and dentist's appointments should be made outside College hours or in private study time.

You will also be issued with a Student Membership Card, which will allow you access to the College buildings. If you lose your card you must go to the Finance Office at the Blenheim Walk building where your old card will be cancelled and a new one issued. One replacement card will be issued free of charge each year. Any subsequent cards will incur a replacement charge of £5.00.

BEHAVIOUR & RESPECT FOR OTHERS

Studios

A quiet working atmosphere is expected. Do not distract or disturb others, if you are finding it difficult to settle on that particular day.

Radios are not permitted – headphones are allowed if you first ask the tutors permission.

Respect your own and others' work. Keep yours safe and out of the way of accidental damage from you or anyone else.

Respect your work space – keep it tidy and clear up every day. Cleaners are instructed to clear up everything left on floors, unless clearly marked as work not to be disturbed.

PLAGIARISM

The distinction between gaining inspiration from looking at others work and actually copying their ideas, words or images is a difficult one and you should bear in mind that you should not claim as your own, work which is a direct copy. If this is the case it should always be acknowledged, eg by the use of quotation marks.

HEALTH AND SAFETY

You are required to attend a general health and safety induction.

Workshops and resource centres

You cannot use the workshops unless you have received an induction by workshop staff. If you arrive late on the course, your Personal Tutor will arrange the inductions for you.

You should take particular notice of any information on what happens if you lose or break equipment, or fail to hand it back on time. We have to make these regulations to ensure everyone who uses the resources has the benefit of what is available.

First aid

Go to your tutor who will know who the First Aiders in your area are. There are First Aid boxes in the ED staff office.

WEB SAFETY

Internet Safety

The internet is a great tool for homework, research and chatting with friends. But with all of its advantages, it has disadvantages which can create dangers that you must be aware of:

Personal information should never be given out on the internet. Always use a nickname and never give phone numbers or post photos. Don't even say if you are male or female. Remember, not everyone in the chatroom is a similar age as you.

Although you may think of them as friends, you must never accept everything a person says online at face value.

You should never meet up with someone you met online.

Get the inside information on how to stay safe whilst enjoying the internet.

www.thinkuknow.co.uk
www.chatdanger.com

How can you tell if you are using a secure site?

There is a padlock icon in the bottom right hand corner of the page which means that the site is secure to send credit card details. Your web browser may tell you if you are entering a secure site. The letter "s" may appear after the "http" in the site address.

COURSE & COLLEGE RULES

WEB SAFETY CONTINUED

Cyberbullying and Text Bullying

Websites and screen names allow anonymity if they want it and bullying can be difficult to trace. If this happens to you, you should tell someone you trust immediately.

Never respond to an internet bully in a chat room, and never respond to abusive text messages.

If something worries or scares you in a chatroom this can be reported to the chatroom provider. Document everything by dates, times received and save the emails if you are being bullied or harassed. This can be reported to the police.

In the same way as you would be careful giving out your mobile number, be equally careful with your email.

Cyberbullying and text bullying are both acts of misconduct and are subject to College disciplinary procedures.

HOW YOU CAN HELP US

COURSE CONSULTATIVE MEETINGS

We try hard to make the course enjoyable and worthwhile. The best people to judge are yourselves. We therefore, welcome your suggestions for improvements or changes. Here are the chief ways by which you can tell us what you think.

Course Consultative meetings

Your Student Reps attends all Course Consultative meetings and is asked at each one to report on any matters which concern you as a group.

If the Course Team themselves cannot solve the problem, Suzanne will talk to Dave Russell, Dean of the Faculty of Further Education. In any case the minutes of Course Consultative meetings are read by the Principal who can comment on any issue arising from them. Therefore it is very important to elect a Student Rep who will speak up for you, and who will also regularly report back.

STUDENT REPS

Your Student Reps play a vital role in letting you know what is happening and communicating to the Course Team what you are thinking about the work and the organisation of the course.

You elect them at the beginning of term and they attend Course Consultative meetings and meetings with the Principal. Course Consultative meetings are held monthly. If you have anything you would like discussed at them please tell your Student Rep, as we welcome your suggestions.

Student Reps termly meeting with the Principal

Here (without any tutors being present), she discusses any matters the Student Reps want to bring to her attention.

Through the Student Union

Course Reps meet the Student Union Council once a term. This gives the Student Union a chance to find out what issues are affecting you so that it can represent you more effectively. The Student Union also meets the Principal regularly.

SUGGESTION BOXES/EMAIL

The boxes can be found at the reception areas. You can write your suggestion on the slips provided. If you want a reply, add your name and course. Alternatively you can email your suggestion to <http://partnerpage.google.com/students.leeds-art.ac.uk>.

HOW TO DEAL WITH PROBLEMS

First discuss these with the First Year or Second Year Tutor. If for some reason this is not practical, you could ask the Course Administrator to make an appointment for you to see your Course Leader.

If you wished to talk to someone who is not directly involved in the course, you could make an appointment to see the Student Advice Team.

The Student Advice Team can help you with all personal, welfare and course related problems.

Normally most problems can be dealt with through discussion with tutors or the Student Advice Team. Do please speak to the Student Advice Team or your Personal Tutor at the start of any problems, rather than wait until they become serious.

If problems arise over attendance, punctuality, conduct or work after these discussions, to try to improve the situation, the Course Leader may resort to formal disciplinary procedures. There are strict rules which he/she must follow to ensure all students concerned have fair treatment. The Student Advice Team can be consulted by you and the Course Leader at all stages.

The first step is a spoken (verbal) warning by a tutor or the Course Leader which is recorded in the Course files.

If the problem persists, a hearing will be arranged with the Dean of Faculty who may, as a result, issue a formal written warning which will describe the actions that a student must take within a fixed timescale. If this does not result in the desired improvement, a second hearing will be arranged, at which point the Dean may decide that the student be expelled.

It is unusual for this to happen as practically all problems and difficulties are sorted out at an earlier stage.

LIFE AT YOUR COLLEGE

STUDENT ADVICE TEAM

Student Advice offers information, advice and support in the following areas:

- Careers Guidance
- Counselling
- Health and Welfare
- Disability and Learning Support
- Finance and Funding

This list is not exhaustive - Student Advice will help on any issue. If we are unable to answer your query we can put you in touch with a person or agency that can help or we can speak or write to other agencies on your behalf.

You will find Student Advice:

| Opening Hours | Blenheim Walk |
|-----------------|-------------------|
| Monday - Friday | 9.00am – 4.30pm |
| | Rossington Street |
| Monday Friday | 11.00am – 1.00pm- |

Telephone: 0113 202 8111
Email: info@leeds-art.ac.uk

Careers Information, Advice and Guidance

Students of all ages and at any stage of their studies can access the careers information, advice and guidance services including:

- Support in deciding what to do next
- Help with researching and applying for further study options
- Access to information resources and support in using the resources effectively
- Help with CV writing and job searches
- Talks and careers related events held to meet the needs of specific courses

Careers interview

Student Advice have a dedicated Student Guidance Officer called Allison Stimpson. She can be contacted on 0113 202 8253 or via email allison.stimpson@leeds-art.ac.uk. She is available either for a drop-in session at short notice or for a booked careers interview.

A careers interview is an informal discussion that lasts up to an hour. It gives you an opportunity to discuss and clarify your ideas, consider the outcome of any decisions you make and plan any action to be taken in order to put your ideas into practice.

It would be useful if you could think about what you want to achieve from your careers interview. Think through the issues that you want to discuss so that you are ready to talk about them.

Connexions

Student Advice has two Connexions Advisors to help students aged 16-19 with issues including careers and housing. Laura Conner, Connexions PA, can help if you are experiencing difficulties with housing, money or benefits. You will be able to find Laura on Mondays and Fridays at Blenheim Walk, she can be contacted on; 07738 212 041 or laura.conner@leeds-art.ac.uk.

Counselling

The College offers a counselling service for students who feel there are issues that they need to deal with in a safe and confidential environment. Student Advice provides an initial drop-in service and an appointment system with one of our trained student counsellors. Student Advice also has links with outside agencies if a referral is appropriate.

Appointments can be made by calling into the Student Advice office at Blenheim Walk or telephoning 0113 202 8257/8260 (voice mail is available when the Counsellors are busy). Alternatively you could send a letter or a note to our Student Advice at the College.

Health and Welfare

Student Advice has information on doctors who practice in the Headingley, Woodhouse and Burley area. Information is also available on local NHS dentists. To register with a doctor take your medical card to your nearest surgery. If you do not have a medical card, please visit your nearest surgery. They will be able to advise you on what you need to do.

Disability and Learning Support

Leeds College of Art is committed to supporting students with a range of disabilities and learning support needs. The learning support listed below is available at drop-in sessions, and you can also make arrangements for dyslexia assessments in College.

- Support with time management and organisational skills
- Essay planning and writing
- Proof-reading skills
- Making the most of computer word processing
- Understanding briefs set to you as part of your course

The following support may be arranged to help you with your studies:

- Extra time
- Reading support
- Writing support
- Braille materials
- Enlarging your papers

LIFE AT YOUR COLLEGE

STUDENT ADVICE TEAM CONTINUED

There are other types of support available to students and you should speak to your Course Leader or Student Advice about this.

Access to the College

The College continues to improve physical access to buildings and make them more suitable for use by people with disabilities including:

- Disabled car parking spaces at Blenheim Walk
- Wheelchair access to our buildings
- Accessible Libraries, Computer Suites, and Cafés

Equality and Diversity

Our College is committed to providing a learning environment that is inclusive, where there is equality of opportunity for all and freedom from discrimination on the grounds of gender, race, class, religion, culture, age or disability.

What to do if you think you have been unfairly treated

The College provides a supportive environment for those who feel they have been unfairly treated and has an open, fair and efficient procedure for handling complaints. Please talk to your Personal Tutor, Course Leader or Student Advice who can advise on procedures.

Copies of our Disability Statement, Equality and Diversity Policy and Race Equality Policy are available on request in standard and alternative formats from Student Advice.

STUDENTS UNION

Leeds College of Art has a small and friendly Students' Union located in the Mosaic Café Bar at Blenheim Walk. The Union's main aim is to be 'for the students, by the students'.

The Students' Union organises a variety of events, entertainment and activities throughout the year and will also raise awareness and run campaigns on issues that may affect you as a student.

The President and the Executive Committee are elected on a yearly basis by you, the student, to represent students and give the whole student body a voice on College issues, national student issues and worldwide concerns. They work alongside James Murphy who is the Student Liaison Assistant to provide students with a calendar of events and activities that you want to get involved with.

The Executive Committee are involved in organising social events and making links with other institutions around the country. They perform these roles out of a genuine commitment to the student community.

Any student at the College has the opportunity to stand for election to the Executive Committee and we welcome any level of involvement. We would particularly like to involve new students at the College, as there is no better way to settle in than to meet new people, make friends, work within a successful team environment and create an interesting and enjoyable College experience for you and your fellow students.

The Students' Union also includes a Sports Co-ordinator, who is responsible for setting up enjoyable physical activities and to reiterate the importance of a healthy lifestyle.

We are always open to suggestions on any aspect of the Union and as we are an Art College, we are sure you won't be short of a few unique and engaging ideas.

There are many ways in which you can shape the Union, so if you'd like to make a difference and get involved, get in touch or drop in and see us.

If you would like any more information, we can be contacted via:

James-David Murphy - Student Liaison Assistant

Telephone: 0113 202 8296

Email: student.union@leeds-art.ac.uk

Facebook: Leeds College of Art

FINANCE AND ADMISSIONS

Finance Office

The Finance Office is situated on the top floor of the Blenheim Walk Building

Opening Hours

| | |
|-------------------|-----------------|
| Monday - Thursday | 8.30am – 4.30pm |
| Friday | 8.30am – 4.00pm |

Admissions Office

The Admissions Team is responsible for processing all Further Education applications and is situated on the ground floor of the Blenheim Walk Building and is open for enquiries from 9.00am to 4.30pm Monday to Thursday and 9.00am to 4.00pm on Friday. Please telephone or report to Reception and a member of the Admissions Team will deal with your enquiry.

LIFE AT YOUR COLLEGE

COLLEGE OPENING TIMES

Opening Hours **Vernon Street**

Monday - Thursday 8.30am – 9.00pm

Friday 8.30am – 4.00pm

Blenheim Walk

Monday - Thursday 8.30am – 9.00pm

Friday 8.30am – 8.00pm

Saturday 10.00am – 4.00pm

The College will be closed on bank holidays

Library Vernon Street and Library Blenheim Walk

You will find a wide range of books, journals, newspapers, videos, DVDs, slides, interactive discs and black and white and colour photocopiers in both College Libraries. There is also up-to-date information on exhibitions, a careers library and information on courses. Library staff can also help with access to other books and information sources, locally and nationally. There is a College Shop at both sites where you can obtain materials for your course.

Both College Libraries have computers with word processing, scanning and printing facilities as well as access to the internet to help you find information. Within the libraries there are places for personal study and group assignments.

Opening Hours **Vernon Street**

Monday - Thursday 8.30am – 9.00pm

Friday 8.30am – 4.00pm

Blenheim Walk

Monday - Friday 8.30am – 9.00pm

Saturday 10.00am – 4.00pm

Computer Suites

There are Computer Suites located at Vernon Street and Blenheim Walk. Both suites offer facilities for 2D & 3D design, digital imaging, web design, graphics, digital video and animation. You will receive an introduction to the Computer Suites during your Induction Period.

Opening Hours **Vernon Street**

Monday - Thursday 8.30am – 8.00pm

Friday 8.30am – 4.00pm

Blenheim Walk

Monday - Friday 8.30am – 9.00pm

Saturday 10.00am – 4.00pm

College Cafés

Cafés are located at Blenheim Walk and Vernon Street that provide breakfasts, lunches, snacks and drinks at reasonable prices. Vending machines are available for hot and cold drinks and snacks.

Opening Hours **Vernon Street**

Monday - Friday 10.00am – 3.00pm

Blenheim Walk

Monday - Thursday 8.00am – 7.00pm

Friday 8.00am – 4.00pm

Car Parking

Limited car parking is available at Blenheim Walk. Student spaces are available on a first come, first served basis. Charges are on a half day, daily or evening basis.

Opening Hours

Monday - Thursday 8.00am – 9.00pm

Friday 8.00am – 5.00pm

Saturday 10.00am – 4.00pm

YOUR LIFE IN LEEDS

TRAVEL IN & AROUND LEEDS

Leeds is a vibrant, lively, student friendly city, with unrivalled shopping, state of the art attractions and elegant architecture all surrounded by breath-taking countryside. At the geographical centre of the UK, Leeds is within easy reach of many parts of the country due to excellent rail and road connections.

Car

Leeds is linked to the major motorways M1 and M62 and is also accessible through many A Roads including the A1, A58, A61 and A64.

Train

Direct trains between Leeds and London take only two hours and routes run to most major cities in the UK, whilst regional lines cross through the whole of Yorkshire.

For more information:

0845 48 49 50

www.rail.co.uk

www.thetrainline.com

Young Person's Rail Card

You can get a Young Person's Railcard if you're aged between 16-25, or a mature student in full-time education. For further details contact www.young-persons-railcard.co.uk.

Bus

Leeds has excellent bus services and coaches operate to most major cities on a regular timetable.

For more information:

First Buses

www.firstgroup.com

0113 381 55 50

Metro

www.wymetro.com

0113 245 76 76

National Express

www.nationalexpress.com

08717 81 81 81

Student Coach Card – NX2

Anyone aged between 16 to 26 years or a full-time student can get a third off most National Express journeys. For further details contact www.nationalexpress.com.

StudentPlus MetroCard For The Under 22's

Metro's StudentPlus MetroCard gives anyone up to the age of 22 and mature students in full-time education savings on bus and train travel throughout West Yorkshire. The StudentPlus MetroCard provides the holder with unlimited journeys on the county's extensive public transport network, which covers Leeds, Bradford, Halifax, Huddersfield and Wakefield areas.

StudentPlus MetroCards have to be used in conjunction with a free StudentPlus PhotoCard. To get a PhotoCard, first-time buyers under the age of 22 have to provide a passport-type photograph and proof of age.

Free Travel Expenses for under 19's

Free travel passes may be available if you are under 19 and live more than 3 miles from the College attending a full time course. Application forms can be obtained from Student Advice.

SPORTS

Leeds is a sporting city and is home to Leeds United Football Club, Leeds Rhinos Rugby League, Leeds Tykes Rugby Union and Yorkshire County Cricket Club. Sport and leisure facilities are abundant throughout the city as there are both private and public facilities available.

Esporta Health & Fitness Club

The Light, The Headrow, Leeds, LS1 8TL

0113 233 7500

20m swimming pool, aromatherapy, steam room, sauna, fitness arena with cardio-vascular and resistance equipment, circuits, stretch and free weights areas.

Fitness First Ltd

Redcote Lane, Kirkstall Rd, Leeds, LS4 2AL

0870 898 0725

Fully equipped air-conditioned gymnasiums, cardio theatre, spinning rooms, x-press workout area, sauna, steam room, aromatherapy room and a range of classes including aerobics, step, yoga and Thai-Fit.

Holt Park Leisure Centre

Holt Rd, Cookridge, Leeds, LS16 7QD

0113 267 9033

Freeform swimming pool, sports hall (6 courts), bodyline gym, sauna, two squash courts and activity room.

Kirkstall Leisure Centre

Kirkstall Lane, Leeds, LS5 3BE

0113 214 4556

25m swimming pool, sports hall, squash courts and an activity room.

John Charles Centre for Sport

Middleton Grove, Leeds, LS11 5DJ

0113 395 0000

An eight-lane athletics track, ten five-a-side football pitches, full-size hockey and football pitch, six indoor and outdoor tennis courts and bodyline gym.

Virgin Active

Centaur House, 91 Great George St, Leeds, LS1 3BR

0113 244 1200

12,000 Sq ft gym, 1 studio, free weights area, personal training and steam room.

YOUR LIFE IN LEEDS

ARTS & CULTURE

These are just a few of the annual events that happen in and around Leeds:

Hyde Park Unity Day

Each summer in Hyde Park, over 100 bands, musicians, artists and community groups come together to celebrate the talent and diversity that makes up the Leeds community.

www.unityday.org.uk

Leeds Film Festival

This annual event screens over 300 films from more than 40 countries hosted at venues around the city. The sister event, Leeds Children and Young People's Film Festival, is focused on under 18's with a week-long programme of filmmaking workshops.

www.leedsfilm.com

Leeds International Concert Season

With almost 200 annual music events, a mix of orchestral concerts, jazz, brass bands, chamber music, family concerts and festivals. Concerts take place at Leeds Town Hall, Leeds College of Music, Morley and Yeadon Town Halls, Leeds Cathedral and the West Yorkshire Playhouse.

www.leedsconcertseason.com

Leeds Shakespeare Festival

Held between July and August in Kirkstall Abbey, this open-air festival with live music and period costumes has fun, fast-moving productions that appeal to all.

www.britishshakespearecompany.com

Opera in the Park

Held every year at Temple Newsam, this free event features live singing stars and includes many favourites from popular West End and Broadway musicals.

www.leeds.gov.ac.uk

Leeds West Indian Carnival

The Leeds West Indian Carnival, also called the Chapeltown Carnival, is the longest running West Indian carnival in Europe. The carnival is held every August bank holiday and is a colourful spectacle of costume, music and dance originating from the Caribbean.

www.leedscarnival.co.uk

Leeds Festival

Leeds Festival is the sister to the long standing Reading Festival. It had its first show in 1999 with performances from Blur and The Red Hot Chilli Peppers and has since continued to grow in popularity, pulling in many huge acts from all genres of music.

www.leedsfestival.com

Party in the Park

The UK's largest and longest running annual free outdoor music party held in the iconic setting of Temple Newsam Park when some of the latest chart topping acts take to the stage.

www.leeds.gov.ac.uk

West Indian Community Centre

Leeds' West Indian Community Centre hosts a great variety of social occasions, cultural events and club nights, and always has a party atmosphere. It hosts 'Sub Dub', Leeds' most popular reggae and dub club night once a month.

Leeds Light Night

This annual event sees the city transformed for one night only. Many unusual venues open their doors to host over 70 events including light and sound installations, exhibitions and street performance.

www.lightnight.co.uk

Vintage Clothes Fair

Vintage enthusiasts, dandy boys, fashion fans, textiles addicts, rock'n'rollers, make do and menders can pick up bargains at regular vintage fairs held throughout Leeds.

www.whatsmineisyours.com

Leeds Art Fair

For over 25 years the Leeds Art Fair has bought the best of the region's contemporary artists to exhibit in the heart of the city.

www.leedsartfair.org

Artsmix Market

Every Sunday The Loft hosts up to 50 stalls selling a wide range of products including, original fine art, sculpture, hand crafted jewellery, crafts, clothing and furniture design, photography and a gallery.

www.artsmix.co.uk

Waterfront Festival

The festival brings the waterfront into the heart of the city, running over two days and set in three of the key waterfronts in Leeds; Brewery Wharf, Clarence Dock and Thwaite Mills. Visitors and city dwellers can enjoy a fun-packed weekend of arts, culture and entertainment.

www.waterscape.com

Leeds Farmers Market

Leeds Farmers market is held at Leeds Kirkgate open market, George Street on the 1st and 3rd Sunday of every month, from 9.00am to 2.00pm.

www.leeds.gov.ac.uk

Headingley Farmers Market

Headingley Farmers Market is open to everyone with enquiring taste buds, on the second Saturday of each month 9.00am to 12.30pm, in the Rose Garden on North Lane, outside the Arc.

YOUR LIFE IN LEEDS

GALLERIES

42 New Briggate Gallery

42 New Briggate, Leeds, LS1 6NU
www.42newbriggate.co.uk

Art.Co

1 Meanwood Close, Leeds, LS7 2JF
0113 262 0056
www.artco.co.uk

Hand Drawn Designs

Redbrick Mill, 218 Bradford Road, Batley, WF17 6JF
01924 437 71
www.hand-drawn-designs.com

Leeds City Art Gallery

The Headrow, Leeds, LS1 3AA
0113 247 8248
www.leeds.gov.uk/artgallery

Loft Art

61a The Headrow, Leeds, LS1 8ES
0870 421 4885
www.loftart.com

The Common Place

23-25 Wharf Street, Leeds, LS2 7EQ
0845 345 7334
www.thecommonplace.org

The Gallery & Studio Theatre

Leeds Metropolitan University, Civic Quarter,
Woodhouse Lane, Leeds, LS1 3HE
0113 283 3140
www.leedsmet.ac.uk/arts

The Henry Moore Institute

74 The Headrow, Leeds, LS1 3AH
0113 234 3158
www.henry-moore-fdn.co.uk

The Stanley & Audrey Burton Gallery

University of Leeds, Parkinson Building,
Woodhouse Lane, Leeds, LS2 9JT
0113 343 2777
www.leeds.ac.uk/gallery

Yorkshire Sculpture Park

Bretton Hall, West Bretton, Wakefield, WF4 4LG
01924 830302
www.ysp.co.uk

PSL (Project Space Leeds)

Whitehall Waterfront, 2 Riverside Way, Leeds, LS1 4EH
07930 236383
info@projectspaceleeds.org.uk

East Street Arts

East Street Arts, Patrick Studios, St Mary's Lane,
Leeds, LS9 7EH
0113 248 0049
www.esaweb.org.uk

Leeds City Museum

Millennium Square, Leeds, LS2 8BH
0113 224 3732
www.leeds.gov.uk/citymuseum

The Craft Centre & Design Gallery

City Art Gallery, The Headrow, Leeds, LS1 3AB
0113 247 8241
www.craftcentreleeds.co.uk

North Street Gallery

68 North Street, Leeds, LS2 7PN
0113 241 6868

For further information and what's on in Leeds see the listings in The Leeds Guide and the Yorkshire Evening Post available in most newsagents or check out these websites:

www.leedsliveitloveit.com

www.yorkshire.com

www.bbc.co.uk/leeds

www.myleeds.net

www.digyorkshire.com

www.leeds365.co.uk

www.itchyleeds.co.uk

www.leedsgigs.co.uk

www.leedsmusicscene.net

www.leeds-uk.com

www.theleedsirishcentre.co.uk

www.brudenellsocialclub.co.uk

www.copsandrobbers.net

www.leedsguide.co.uk

FINANCE AND FUNDING

STUDENT HARDSHIP FUND

The Hardship Fund is available if you are experiencing financial difficulty that might prevent you from accessing or completing your course.

You can use the hardship fund payments to help with course-related costs, such as books, equipment or travel etc.

It is the College's decision as to whether you meet the criteria for the hardship fund and how much you can receive. You will need to complete an application form, available from Student Advice and provide evidence of your financial circumstances.

STUDENT CHARTER

INTRODUCTION

Leeds College of Art's mission is to continue to provide a distinctive education in Art, Design and the Crafts, enabling our students to fulfil their creative ambitions and to progress to, and through successful careers.

The College's values are the development of a fully integrated learning community based around the arts, crafts and design in which students are treated according to their need, with parity of esteem irrespective of their background, race, gender, age, ambition, previous education and subject or level of study.

Students can expect a high standard of teaching and professionalism from all staff at the College and should make their views heard if those standards are not met. Students also have responsibilities and must make every effort to be fully informed about their studies and other College activities. All students should familiarise themselves with the following charter and use the College's Student Complaints Policy and Procedures in case of dissatisfaction. This charter should be read in conjunction with relevant course documentation including Course Handbooks.

BEFORE YOU START YOUR STUDIES

You can expect:

- To gain information from prospectus, website, visits to the College and Open Days
- To receive a timely response to applications and requests for further information
- Clear and timely information about arrival
- Helpful induction

You are expected to:

- Avail yourself of all possibilities to get to know the College
- Provide all information requested on the application form and meet deadlines.

DURING YOUR STUDIES

You can expect:

- High quality teaching;
- Clear information on module choice and other requirements for your programme of study, including assessment;
- Information on your timetable and examination dates and times;
- High quality careers advice

You are expected to:

- Attend and contribute fully to lectures, seminars, workshops and other learning opportunities
- Behave responsibly in classes and treat lecturers, other staff and fellow students with respect
- Complete assessment requirements and meet assessment submission deadlines
- Be familiar with regulations, handbooks and sources of information
- Attend all timetabled classes and assessments
- Pay all fees due in full and in a timely fashion

LEARNING RESOURCES

You can expect:

- Teaching rooms of a high standard;
- Well-stocked library with access to other information providers
- Network access, e-mail account, internet, appropriate software

You are expected to:

- Treat property with respect
- Abide by the rules and regulations relating to use of libraries and learning resources
- Abide by rules and regulations relating to use of computers
- Adhere to contractual agreements and guidelines relating to College services

STUDENT SUPPORT

You can expect:

- Supportive student advice and counselling to be available
- Clear guidelines on complaints policy and procedures
- Access to Student Union services and facilities

You are expected to:

- Seek early advice and follow guidance offered

STUDENT CHARTER

FINANCE

You can expect:

- Advice on financial matters relating to your studies

You are expected to:

- Supply the required information to enable decisions to be made

EQUALITY & DIVERSITY

You can expect:

- The College to have a policy and a commitment to Equality & Diversity

You are expected to:

- Support the College's policy and its commitment to Equality & Diversity

HEALTH & SAFETY

You can expect:

- The College to have a policy on and a commitment to Health and Safety.

You are expected to:

- Take all reasonable care for your own safety and the safety of others.

INVOLVEMENT IN COLLEGE LIFE

You can expect:

- The College to provide a range of facilities and opportunities allowing you to contribute actively to College life and the wider community.

You are expected to:

- Explore ways of participating in and contributing actively to College life by, for example, joining SU societies, acting as a student representative, taking part in committees (e.g. Staff/Student committees) be a positive part of the local community