SAMPLE STUDENT HANDBOOK FOR

Make-up Artistry BA (Hons)

Validated by the Open University

CONTENTS

1. WELCOME AND INTRODUCTION

Award title
Make-up Artistry BA (Hons) Top Up

COURSE code
 ASFH0081

Welcome to Craven College. In particular, welcome to the BA (Hons) in Make-up Artistry

This handbook provides you with information about your course, your responsibilities as a student, in addition to information about assessment and other regulatory issues.

More information for students is available on the HE VLE - MOODLE. To access this click on Student Support and then Higher Education and then choose the appropriate section. There is information in the following sections: Support for HE Students; Academic Regulations and Policies; Assessment Information and Useful Forms; Higher Level Qualifications explained and Who Are Your Learning Partners. It is useful for you to have a quick look at each of these section so you can find your way around the forms etc when you need them.

The course team is looking forward to meeting you and hopes that your time at Craven is both enjoyable and successful.

2. COURSE STAFF

 Course Tutor, Natasha Jordan
 Module Tutors:
 Natasha Jordan
 Dawn Ibbetson

Best wishes to you in your future studies.

3. THE ACADEMIC CALENDAR

To be confirmed

It is your responsibility as a student to comply with the Course and Module requirements for attendance and completion of assessments.

4. IT INFORMATION

All students are provided with a username and password.

Your Initial Username will be your enrolment number preceded with an 'st' e.g. st9999999, and your initial password will be letmein and the year you enrol e.g. letmein17. The first time you log into a College PC you will be required to change this password to a different one. Passwords must be at least 8 characters, use a combination of lowercase, uppercase and numbers, and cannot be the same as the last 5 passwords you have used. Use this to log onto the College network on any College PC.

Changing passwords

To maintain security, your password will expire every 60 days. You will be prompted to change this in advance of the expiration date. **Please ensure you log onto the network on a regular basis to prevent your password from expiring.**

If your password has expired, you will be forced to change this the next time you log into a College machine. Access to the intranet and Moodle from home will be prevented until this password has changed.

If you forget your password or cannot get to College to change your password when it expires, then please call the IT Helpdesk on 01756 693839, where the IT team can reset your password, after answering the following security questions:
Name:
Student reference no:
D.O.B:
1st Line of address:

Accessing College systems

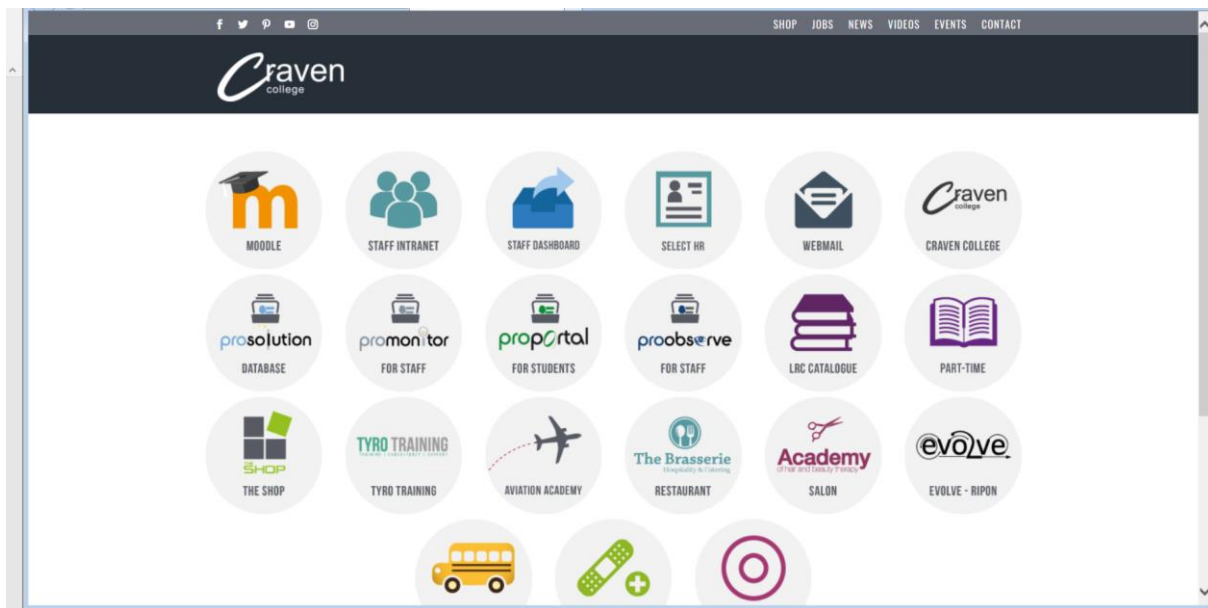To access the College systems, use the Craven College Web Portal

From a College PC:
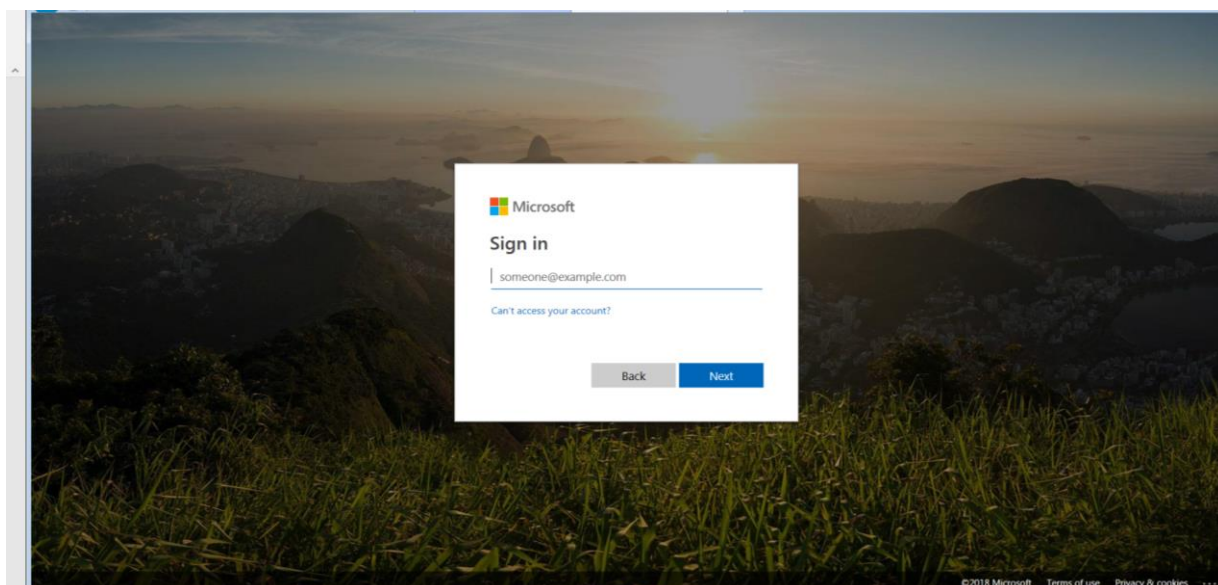- Click on the Internet icon to display the Web Portal

Remotely
- Enter the web address into a browser: *intranet.craven-college.ac.uk*
- Or search for 'Craven College Web Portal'

Accessing Webmail

- Access the Web Portal and click on Webmail

Screen images may differ depending upon the device used.

- Enter your email address
- Enter your password
- Click Sign in

Accessing Moodle

Moodle is a virtual learning environment where your course tutor will upload information and resources for you to access throughout your course.

- Access the Web Portal and click on   Moodle
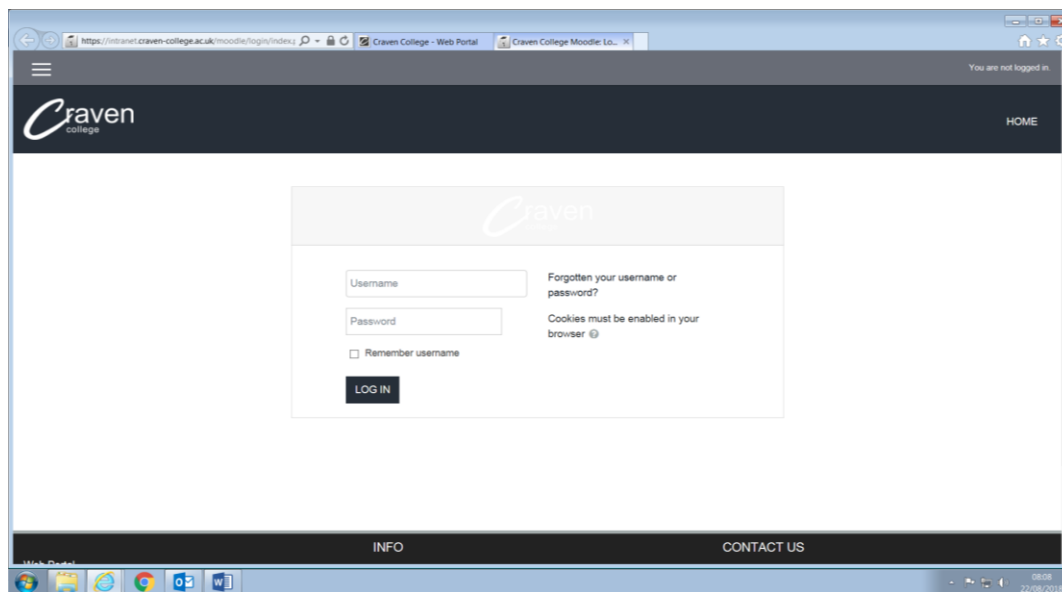
- Enter your username and password
- Click Sign In

Use of the Internet on College systems

Some websites are blocked within College in order to safeguard and protect students from potential radicalisation and exposure to inappropriate content that could cause distress. The College search engine will allow a search using the input terms and a range of potential sites will pop up, but the College firewall will block access to the website if the content is considered potentially harmful. This is programmed. However, unblocking/bypass of the programme can occur. Unblocking will not occur for social or pleasure purposes

Process for making a request for unblocking

- Make a verbal request to your Tutor
- Your Tutor will assist you to find alternative websites
- If alternative websites cannot be found offering similar content, your Tutor will make a formal request for the site to be unblocked. Please allow one working week for the process to be completed

Accessing Learning Hub Electronic Resources

- Access Moodle
- Click the Support Menu at the top of the page and select the Learning Hub
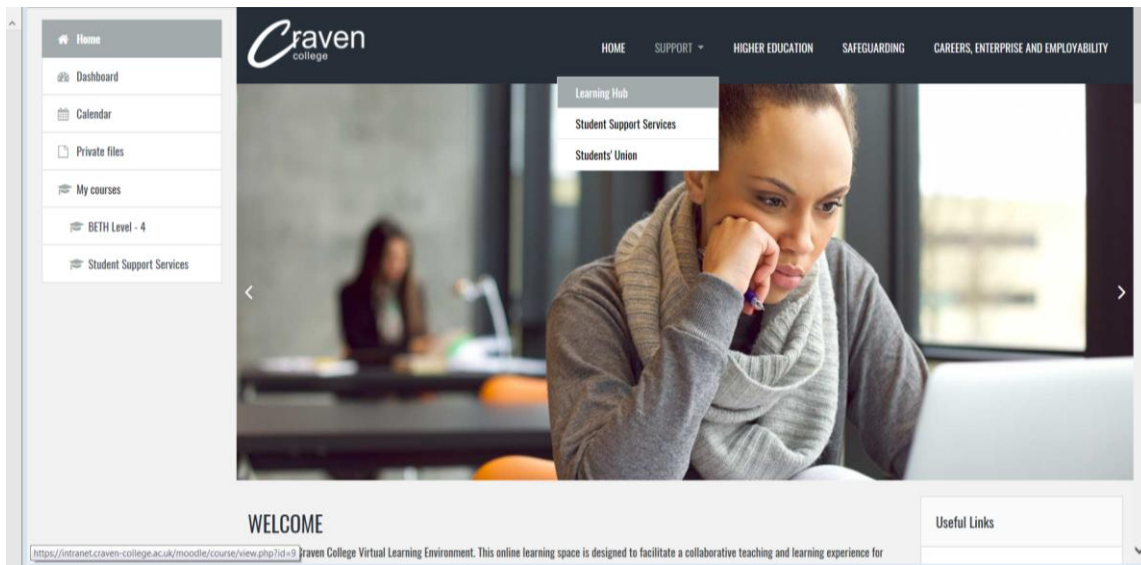
The Learning Hub page contains links to electronic resources such as journals and databases, help sheets, etc including a link to their online catalogue where you can search for resources.

Turn-it-in

Turn-it-in is a software programme used to submit assignments.

- On your course Moodle there will be a Course Assessment/upload area
- Click on the Course Assessment Upload Area
- Select the appropriate assignment from the upload area:

Assessment Upload Area

Work Related learning 3 (WRL3)

Home > BETH Level - 5 > Assessment Upload Area > Work Related learning 3 (WRL3)

| | My Submissions | | | | |

| Task 1 - WRL 3 Presentation | Task 2 - Report |

Title	Start Date	Due Date	Post Date	Marks Available
Work Related learning 3 (WRL3) (Task 1 - WRL 3 Presentation)	7 Sep 2016 - 05:12	7 Dec 2016 - 23:59	10 Dec 2016 - 23:59	100

Summary:

Upload your assessments for WRL3 here, your presentation will have to be saved as a PDF to be able to upload it to Turnitin. **Please remember to print a copy of your slides with notes to be handed to the tutor prior to presentation.**
Presentation Date: 07.12.16
Submission date for Report Monday 07.12.16 by 23:59

Refresh Submissions

Submission Title	Turnitin Paper ID	Submitted	Similarity	Grade	Overall Grade	
-- --	--	--	--	-- --	Submit Paper	--

- From the displayed screen, click the Submit Paper button to upload your assignment

- The following screen will appear, use this to upload the assignment.

▼ Submit Paper

Submission Type ⑦	File Upload ▼
Submission Title* ⑦	

File to Submit ⑦   Maximum size for new files: 40MB, maximum attachments: 1

▶ Files

You can drag and drop files here to add them.

By checking this box, I confirm that this submission is my own work and I accept all responsibility for any copyright infringement that may occur as a result of this submission.

Add Submission

There are required fields in this form marked *.

Student Surveys

You will be asked to complete surveys during both your first and final years at Craven College. These are completed electronically. You will be prompted to complete the survey when you log into the College network.

We encourage you to complete these surveys when they arrive. The surveys are your opportunity to have your voice heard and help the College in making improvements to your course and the College as a whole.

Office365

As a student of the college, you are entitled to free use of Microsoft Office for all platforms. This is available to you via http://login.microsoft.com using the same login method as you use for your College email address, which is also part of Office365.

Once logged in to this, a button under the banner for Craven College, on the right hand side, will enable you to download and install office on your machine. This works on both PCs and MACs, and is also available for iPads and Android Tablets, via the iTunes App Store and Android Play Store.

Technology Services contact details

The Technology Services staff at Craven College provide the technical expertise to develop and maintain the infrastructure, hardware and software and generally ensure the availability and ease of use of the College computer network and all other technical teaching and learning resources for College staff and students.

Technology Services has a Manager and three Technology Services Engineers: Paul Mastrantuono, Conrad Taylor and Emily Richardson in addition to Karen Matthews helpdesk/ICT Support Assistant. Together the team staff the Helpdesk and maintain IT systems across all campuses, please direct your technical problems or difficulties to them.

The central email address for IT is *helpdesk@craven-college.ac.uk* or they can be contacted by telephone on 01756 693839. There is usually a member of staff available between the hours of 8.30-5.00pm Monday to Thursday, with Friday hours 8.30-4.30pm.

5. HOW AND WHERE TO HAND IN AN ASSESSMENT

Assessment Submission Procedure for Higher Education

- Details regarding assessment submission are found in each Module Handbook
- Deadlines are non-negotiable, students experiencing problems outside their control must apply for an extension or mitigation
- The deadline time for electronic submission is 12 midnight on the deadline date
- All written work and other work that can be submitted electronically will be submitted via Turn-it-in, which enables proof of submission
- Other coursework must be submitted during College opening hours, at a time set by the module tutor on the deadline date and must include a cover sheet signed by the student and tutor (or other relevant member of College staff) upon receipt
- Cover sheets are available on MOODLE, and have a tear-off slip which will act as a receipt for each assessment for students to retain
- The Regulations for The Open University validated awards (available on MOODLE and College website) explain the consequences of missing a deadline

Missing an Assessment Deadline

Open University students
If you fail to submit an assessment by the prescribed date without prior permission, you will incur the following penalty:

Submission within 6 working days: a 10% reduction for each day late down to the 40% pass mark and no further.

Submission that is late by 7 or more days: submission refused, mark of 0.

Any assessments which are handed in late, without formal approval through the HE Scheme may jeopardise your continuation on the course.

Application for Extension

An application for extension of up to 5 days <u>may be granted</u> if, due to personal circumstances, you are unable to complete module assessments by the submission date. The Application for Extension form can be found on the [College website](#) and MOODLE. Following completion of the application, you must call the HE Office, Aireville Campus, on 01756 708051 to arrange an appointment to submit your application

Extensions will not be granted for practical assessments, group assessments, examinations or presentations.

THE APPLICATION MUST BE SUBMITTED <u>PRIOR TO THE ASSESSMENT SUBMISSION DATE</u>

Application for Mitigation

In exceptional circumstances you may apply for mitigation. The Application for Mitigation form can be found on the [College website](#) and may be submitted when, due to personal mitigating circumstances, you are unable to complete module/unit assessments or where you consider that the quality of your performance on a module/unit has been adversely affected by a particular personal circumstance. Applications for mitigation must be substantiated by independent documentary evidence, such as a medical certificate, letter from an employer, statement from a member of academic staff, statement of attendance from a counsellor, etc.

YOU MUST SUBMIT YOUR APPLICATION FOR MITIGATION PRIOR TO THE ASSESSMENT SUBMISSION DATE. **In exceptional circumstances completed forms may be accepted up to 14 days after the submission date. Any information received outside of this time period will not be considered, unless you can provide evidence that you were prevented from meeting the deadline by circumstances outside your control.**

Plagiarism

Plagiarism, in short, means taking another person's work and incorporating it into your own work without proper acknowledgement. For detailed explanation see the Academic Misconduct Policy which is available on MOODLE. Use of others work must be referenced using Harvard Referencing.

6. COLLEGE SUPPORT STAFF

Gillian Thom - Higher Education Business & Development Leader

Gillian oversees the HE provision at College, working closely with HE Tutors and support staff across College 01756 693876

Higher Education Team

The HE Team can be found in room P0.14 in the Pen-y-Ghent building, Aireville Campus, the contact number is 01756 708051 / 693863 or the staff can be contacted by email **HE@craven-college.ac.uk** . The staff may provide guidance about the regulations for the approval of marks and the decisions made by the Board of Examiners, applying for an extension or mitigation. The HE Team hold focus groups with HE student groups.

Diane Ward, Senior Academic Quality Officer (HE)
Scott Boardman, Academic Quality Officer

Student Support Services
The Student Support Services Team provides non-academic assistance for you regarding finance, such as issues with Student Finance England and may also help with personal problems which may affect your success on your course. Student Support Services can also help you decide on your next step regarding your career.

More information about the support available can be found on the [College website](#)

Catherine Jackson – Student Support Services Manager
Catherine can help with all matters relating to careers, welfare and financial support. Contact Catherine on 01756 707255 or 07921 214115

Beth Worswick – Information Officer / Admissions Assistant
Beth also processes Higher Education applications, arranges interviews where necessary and sends out offers of places. Contact Beth in Student Support Services in the Whernside building, or on 01756 693805

Specialist Support:
Amena Dakhil - Specific Learning Difficulties (SPLD) Co-ordinator
Amena co-ordinates support for students across College and timetables study support sessions both at the Aireville Campus and The Aviation Academy. Amena can be contacted on 01756 707274 or adakhil@craven-college.ac.uk

Disabled Students' Allowance:
Amanda Park - SEND Officer
You can apply for the Disabled Students' Allowance if you are a full or substantial part time student on a Higher Education course. Advice can be found by following: https://www.gov.uk/disabled-students-allowances-dsas/what-youll-get or you may speak to a Amanda Park in Student Support Services. Amanda deals with issues relating to Disabled Students' Allowance and can be contacted on 01756 707273 or apark@craven-college.ac.uk

Careers and Employability:
Kate Molloy - Admissions, Careers and Employability Team Leader
Kate and the team support work experience and placements, careers advice and employability and can be contacted on 01756 707268 or kmolloy@craven-college.ac.uk

Student Voice:
Linda Sands - Student Mentor
All students have the opportunity to take part in the Student Union and Higher Education focus groups as well as regular student surveys. Linda co-ordinates and liaises with the Student Reps on behalf of the College's Student Union. Linda can be contacted on 01756 707257 or lsands@craven-college.ac.uk

Counselling
Craven College offer all students a free and confidential counselling service. All of the counsellors who work at College offer the highest possible level of confidentiality consistent with the law, and the codes of the British Association for Counselling and Psychotherapy (BACP). This is an important element of the counselling contract, since in order to create the

necessary trust for any work to be undertaken Craven College aims to respect the privacy of all clients. Any questions about the Counselling Service can be made on a confidential basis by calling 07984 599 789.

7. EXTERNAL EXAMINER FOR THE PROGRAMME

External Examiners are appointed by the awarding organisation, The Open University to ensure that assessed work is to the correct standard for the level. External Examiners (EEs) visit the College during and at the end of the year and examine samples of students' work, and may also wish to meet with students.

The External Examiner for this course is Karen Fundell, Course Leader H.N.D Special effects and Media Make-Up at East Surrey College. The annual External Examiners report for your course can be found on your course MOODLE.

8. INTRODUCTION TO THE PROGRAMME

This course will help you build on the skills acquired during levels 4 and 5. It will both challenge and extend your sector knowledge and encourage you to establish your professional practice. You will develop your individual portfolio with a focus on your future career.

The course has been developed in consultation with industry leaders, educators and make-up artists working in different aspects of industry. The teaching team have excellent links to industry and many expert guest speakers have spoken highly of the provision and the passion of the staff involved.

Your Responsibilities as a Student
If you change your address and contact details, you should inform your Course Tutor immediately to ensure the system is updated. This includes your email address as the College will often contact you in this way.

It is your responsibility as a student to comply with the Course and Module requirements for attendance and for completion of assessments on time. Please check the *Regulations for validated awards of The Open University* which can be found on the College website and MOODLE.

As a student studying at Craven College you are expected to conduct yourself in an appropriate manner and exercise consideration to fellow students and staff. In addition you must take responsibility for ensuring that academic requirements are fulfilled any Course and/or College deadline is met.

If you are absent from the College
You must notify your Course Tutor if you are absent. It is important for the success of your studies that absence from class is kept to a minimum.

If you are absent through illness immediately prior to an examination or assessment deadline you may wish to submit a case for mitigating circumstances to the Mitigation Panel by completing the Application for Mitigation form. You must complete an Application for Mitigation form and provide a medical certificate as soon as possible. It is your responsibility to apply and put a case for mitigating circumstances which will be assessed by an

independent Mitigation Panel. It is worth noting that a case for mitigation is not always approved.

If you are absent through illness on the day of an examination or assessment deadline, you must provide the College with a medical certificate along with an application for Mitigation form as soon as possible.

<u>Notification of infectious disease</u>
If you have been diagnosed with or have had contact with an infectious disease, you must notify the College in writing within 24 hours of diagnosis. You must not return to College until a medical practitioner's certificate of clearance has been submitted.

9. WITHDRAWING FROM YOUR COURSE

If you decide to withdraw from your course, you must notify the College in writing. This notification must be sent immediately to withdrawals@craven-college.ac.uk and should include details of the reason for withdrawal. Payments made to the College by the Student Loans Company cease when a student fails to attend their course. Tuition fees will be adjusted based on the date you inform us of your withdrawal. For further details please see the Fee and Refund Policy which can be found on MOODLE and the [College website](#).

Course Notice Boards/Communication
You are advised to check MOODLE regularly.

10. HEALTH & SAFETY

Fire prevention
Fire prevention is everyone's responsibility. You can help to prevent fires by:
• Good housekeeping
• Safe use of electrical and gas appliances
• Observing the College smoking policy (designated areas only)

Information
In each room and in many corridors there is a Fire Evacuation procedure that tells you what to do in the event of a fire and the appropriate assembly area for fire evacuation. All fire doors and escape routes are clearly marked. Please do not attempt to fight a fire and follow the instructions of the fire wardens and duty manager.
There a number of fire refuges around the college buildings if you are unable to get out of the building go to the refuge and await rescue.

When activated the fire alarm is audible accompanied by a flashing white light.

If you discover a fire
If you discover a fire, inform any available member of staff. If no-one is available you should operate the Fire Alarm and then evacuate the building.

Fire evacuation
On hearing or seeing the Fire Alarm, everyone should proceed calmly to the nearest escape route as indicated by the green signs bearing a white running man symbol. Follow this route to get out of the building and continue on to the nearest assembly point so as not to impede the Emergency Services. Do not stop to collect belongings and do not try to leave by your usual entry route unless this is the way indicated by the escape signs. Do not attempt to use

the lifts. Evacuation is practised through fire drills. However, you should regard any sounding of the alarm as a fire incident and act accordingly.

Fire Safety for students with disabilities
You are expected to declare any disability that would affect your safety in the event of a fire, e.g. poor hearing may mean the alarm isn't heard, or use of a wheelchair will prevent use of stairs to evacuate. If you are referred to the Disability Support Co-ordinator, a personal Fire Evacuation Plan may need to be developed. This will then be used in any evacuation of the buildings.

11. PROGRAMME SPECIFICATION

Programme/award title(s)	Make-up Artistry BA (Hons) Top-up
Teaching Institution	Craven College
Awarding Institution	The Open University (OU)
Date of latest OU validation	2016
Next revalidation	2020-21
Credit points for the award	360
UCAS Code	W4R5
Programme start date	September 2016
Underpinning QAA subject benchmark(s)	Art and Design subject benchmarks for 2008
Other external and internal reference points used to inform programme outcomes	
Professional/statutory recognition	
Duration of the programme for each mode of study (P/T, FT,DL)	FT 1 year, PT 2 years
Dual accreditation (if applicable)	
Date of production/revision of this specification	February 2016 The information contained here is believed correct at the time of distribution. The college (with The Open University approval) reserves the right to make changes that result from on-going monitoring and evaluation

Please note: This specification provides a concise summary of the main features of the programme and the learning outcomes that a typical student might reasonably be expected to achieve and demonstrate if s/he takes full advantage of the learning opportunities that are provided.

More detailed information on the learning outcomes, content, and teaching, learning and assessment methods of each module can be found in student module guide(s) and the students handbook.

The accuracy of the information contained in this document is reviewed by the University and may be verified by the Quality Assurance Agency for Higher Education.

2.1 Educational aims and objectives
- Provide a high quality programme of study in the processes and development of the make-up sector, with a professional and vocational focus which will develop skills, knowledge and understanding and confidence for employment and wider life   - Foster independent and robust academic and technical skills in order to be able to adapt to new situations and changing industry requirements   - Creating enterprising and entrepreneurial students who are innovative and creative in their approach   - Develop flexible, collaborative practitioners who can operate with professionalism within a range of make-up artistry contexts

2.2 Relationship to other programmes and awards (Where the award is part of a hierarchy of awards/programmes, this section describes the articulation between them, opportunities for progression upon completion of the programme, and arrangements for bridging modules or induction)
The bachelor's degree course provides a progression route for students studying the following Foundation Degrees (FD) at Craven College: Fashion and Editorial Make-up and Prosthetic Make-up Effects

3. Programme outcomes

Intended learning outcomes are listed below.

3A. Knowledge and understanding	
Learning outcomes:	**Learning and teaching strategy/ assessment methods**
1. Demonstrate complex specialist relevant technical knowledge to be able to deploy appropriate materials, technologies and tools associated with make-up/hair for fashion and editorial 2. Demonstrate a critical understanding of the aesthetic and its correlation to colour, shape and texture 3. Demonstrate a critical knowledge of the historical evolution, cultural and social context of aesthetic traditions and forms and their current characteristics and future developments 4. Demonstrate a range of sophisticated research skills appropriate to the fashion and editorial make-up sector to a level required for professional practice	The teaching is delivered through lectures, seminars, presentations and tutorials. Students' learning is supported through discusson, presentations, individual and group tasks, independent research, reading and writing. At L6 students will be expected to become more resourceful and entreprenerial and to take responsibility for their own learning. Independent research, reporting on own reading, one to one guidance and small group discussion will be sued to help students to progress through their studies. Assessment of learning outcomes for knowledge and understanding will includethe following: industry simulation / practical, annotated sketchbook, style file, essay, workbook, presentation, research

3B. Cognitive skills	
Learning outcomes:	**Learning and teaching strategy/ assessment methods**
5. Generate and interpret complex ideas, concepts, proposals, solutions or arguments independently and / or collaboratively in response to set briefs and / or initiated self study 6. Research, synthesise, select, retrieve, evaluate and manage information from a variety of complex sources	Teaching includes the presentation of projects briefs and narrative and art direction as well as case studies. Students are provided with opportunities to apply their research and investigation to simulated industry scenarios in order to evaluate, synthesise and reflect on practices. At L6 students will be expected to become more resourceful and entreprenerial and to engage with industry practice. Assessments of learning outcomes for cognitive skills will include the following: practical, presentation, research and design project, essay, workbook, industry simulation, annotated sketchbook

3C. Practical and professional skills	
Learning outcomes:	**Learning and teaching strategy/ assessment methods**
7. Demonstrate effective specialist and professional practical skills, technical ability and product knowledge while observing industry and commercial protocol and professional and legal responsibilites 8. Demonstrate self management with regards to the anticipation and accomodation of change whilst working within the context of a time pressured environment	Teaching will include demonstrations and workshop. Students will work in industry simulations, in order to develop their practical and professional skills. This enables the student to develop their professional skills and consider the conditions and timeframes available. Students will also build on underpinning practical skills and develop new techniques and practices through several modules that include case studies, project briefs and research and design projects. At L6 students will apply, consolidate and extend their learning in different contextual frameworks and situations within the field of make-up artistry Assessment of learning outcomes for practical and professional skillswill include the following: Research report / design project, practical / industry simulation, portfolio, presentation, style file, essay, workbook.

3D. Key/transferable skills	
Learning outcomes:	**Learning and teaching strategy/ assessment methods**
9. Demonstrate the ability to interact prfessionally, collective endeavour, negotiation and resolution	Assessment of learning outcomes for key / transferable skills will include the following: Research report / design project, practical / industry simulation, portfolio, presentation, audit, continuity folder, style file, essay, workbook

3D. Key/transferable skills	
10. Formulate independent and complex judgements and articulate both verbally and through visual and written work reasoned arguments thorough reflection review and critical evaluation.	Teaching of study skills is embedded throughout the programme to enable the students to develop academic reading and writing skills. The discussion of research and design issues supports the development of critical analysis and problem resolution. At L6 students will be expected to anticipate and accommodate change, and work within contexts of ambiguity, uncertainty and unfamiliarity within an industry which is fast paced in terms of time and technological advancement Working in industry simulated environments allows students to become effective in their time management, taking responsibiltiy for their work as well as managing working with others in a professional environment. Focus group activities allows students to develop team working skills with the presentation tasks enables students to hone their communication skills. Students adopt reflective practices through practical tasks which are further developed in the written tasks.

4. Programme Structure

Programme Structure - LEVEL 6			
Compulsory modules	**Credit points**	**Optional modules**	**Credit points**
Semester 1			
Specialist Practice	20		
Beauty and the Beast	20		
Semester 2			
Final Major Project (this module begins in semester 1)	60		
Make-up Showcase Event	20		

[BA (Hons) Make-up Artistry / 360 credit points]

Part-time Programme Structure

Compulsory modules	**Credit points**	**Optional modules**	**Credit points**
Specialist Practice	20		
Beauty and the Beast	20		
Final Major Project (begins)	60		

Year 5 Level 6

Compulsory modules	**Credit points**	**Optional modules**	**Credit points**
Final Major Project	60		
Make-up Showcase Event (completes)	20		

[BA (Hons) Make-up Artistry / 360 credit points]

5. Distinctive features of the programme structure

- **Where applicable, this section provides details on distinctive features such as:**
- **where in the structure above a professional/placement year fits in and how it may affect progression**
- **any restrictions regarding the availability of elective modules where in the programme structure students must make a choice of pathway/route**

This course will provide the opportunity for the foundation degree (or similar level 5 qualification) graduate to develop and deepen their knowledge of make-up artistry within their chosen specialism.

The program has been designed in response to feedback from students who wish to continue their studies with Craven College and from graduates of the FD programme (who have graduated from other institutions at Level 6), as well as comments gathered from the programme External Expert and peers from industry.

The first cohort of graduates of the Foundation Degree at Craven College to complete their BA (Hons) in Prosthetics at Manchester College, was a group of six students who graduated in July 2015. These students were described by the External Examiner, as the strongest students in their pathway.

Of these students four achieved first class honours, with one winning an outstanding student award. This is substantiated within the External Examiner's report. Similarly, one Craven College graduate, graduated from London College of Fashion Prosthetics Pathway in July 2015 and received a first class honours, as well as receiving two coveted awards. This student has continued to visit the college and offers support and guidance to students to support their progression to Higher Education.

The media make-up team is dedicated and passionate about ensuring students success and for this it has a growing reputation amongst industry peers; the team is now experienced in providing high quality Higher Education.

In testing the structure of this proposed course, student feedback acknowledged that specialising at the Foundation Degree stage in order to acquire and build skills and tools which require more support, was seen as positive. Students are embracing the opportunity to be able to choose their preferred discipline at Level 6, with some students wishing to fuse disciplines or even change discipline in order to revisit and extend their knowledge in other areas of make-up artistry.

The programme has strong links with The Manchester College through knowledge sharing partnerships. This course has been written by industry professionals who currently work with Habia International, the government appointed industry standards agency, and has the approval of a number of key industry specialists who come into contact with graduates from all over the country.

Through the connection with Habia International, the College is able to offer students opportunities to engage with Japanese make-up artistry students during their visits to Craven College, in addition to access to London based international educational events.

6. Support for students and their learning

In order to provide a supportive learning environment, a wide range of academic and pastoral support will be made available to students. Students will have access to the college guidance, support and advice systems through the Student Support Services representatives. Email and telephone contacts are circulated through the student handbook and can be found on the VLE. When students begin the programme they will receive information on the following:

- Course documents and reading lists
- Advice on using the electronic resources
- Information on admission and induction arrangements
- Information regarding Disabled Students' Allowance (DSA)
- Pastoral and welfare support
- Careers information and guidance
- Academic guidance and tutorial support
- Study support through the Specialist Learning Support Centre
- Guidance on using the Virtual Learning Environment (VLE)

All students will attend college at the beginning of their programme of study for Induction and to be familiarised with the course and its requirements. They will also experience a range of icebreaker and introduction techniques to forge group cohesion. Following this, students will normally attend the college according to the course timetable. Students will also have the opportunity to meet the staff in the Learning Resource Centre and the Specialist Learning Support Centre.

Staff associated with the programmes will negotiate and provide individual support through individual tutorials, meetings or other contact, which could also be carried out electronically.

7. Criteria for admission

Completion of one of the following Foundation Degrees at Craven College enables progression on to the BA (Hons) Make-up Artistry top-up course:

Prosthetic Make-up Effects FD

Fashion & Editorial Make-up FD

Criteria for admission at level 6 for external applicants

Students with full level 5 qualifications in a relevant subject area are encouraged to apply for the level 6 part of the programme. Applicants external to Craven College will be required to provide evidence of their level 5 qualification, including modules studied and learning outcomes, to ensure that the student's prior learning is compatible with this course.

8. Language of study

English

9. Information about assessment regulations

Please see the Regulations for validated awards of The Open University

10. Methods for evaluating and improving the quality and standards of teaching and learning

Evaluation of teaching and learning is assessed through lesson observations, module evaluations, and students' responses to questionnaires, focus groups, and students' comments in HE Operational and course meetings.

All teaching staff of more than 60 hours per year are required to have achieved a recognised teaching qualification in addition to their subject/sector qualifications/experience. Improvements are facilitated through group and individual staff development. There is a HE Staff Development Programme in addition to the College Staff Development Programme, both of which focus on raising standards in teaching and learning as well as individual tutors' Continuing Professional Development. Improvements in teaching and learning are recorded in the College's annual monitoring report and any required improvements in an action plan. Monitoring reports are validated internally in addition to the scrutiny by the Open University and are reported to the Governors' Quality and Standards Committee. The action plan is monitored during the year during performance reviews which involves updating any improvements identified in-year.

The Scheme Management Sub-committee has an overview of any quality issues and will report on academic standards to the Academic Board.

Annexe 1: Curriculum map

Annexe 2: Notes on completing the OU programme specification template

Annexe 1 - Curriculum map

This table indicates which study units assume responsibility for delivering (shaded) and assessing (✔) particular programme learning outcomes.

		Programme outcomes																		
Level	**Study module/unit**	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**									
6	Specialist Practice	✔	(shaded)	(shaded)	(shaded)	✔	(shaded)	✔	✔	(shaded)	✔									
	Beauty and The Beast		(shaded)	✔	✔	(shaded)	✔			(shaded)	✔									
	Final Major Project	✔	✔	(shaded)	(shaded)		(shaded)	✔	(shaded)	(shaded)	(shaded)									
	Make-up Showcase Event	(shaded)	(shaded)			✔	(shaded)		✔	✔	✔									

12. MODULE SPECIFICATIONS

See module handbooks available on MOODLE

13. ASSESSMENT AND THE MARKING CRITERIA

Approval of Assessments
All assessments are presented at the Assessment Approvals Committee for approval prior to issue to students. External Examiners are required to comment on assessment briefs before they are presented to the Assessment Approvals Committee.

External Examiner
The External Examiner is involved in the assessment of all work to confirm the standard of the marking of the internal examiners. External examiners review a sufficient sample of such work to satisfy him or herself that the standards being applied are appropriate.

Closed and Open Book timed assessments
See Closed and Open Book Timed Assessments Procedure on the Higher Education section of MOODLE

Assessed group work
Where working in pairs or in groups is a component/task of the assessment, there will be a system for awarding an individual's mark, which will be clear in the assessment brief and therefore approved at the Assessment Approvals Committee.

Summative Assessments
Assessments are marked according to the marking criteria. Provisional summative assessment marks are issued to students with feedback within 4 working weeks of the assessment deadline. Assessment decisions are Second Considered and scrutinised by the External Examiner. Module marks are approved and student achievement and progression is decided at the Scheme Board of Examiners. The decisions are ratified/approved by the awarding organisation where relevant before they are issued to students. The Board of Examiners also decides if a reassessment opportunity is permitted and sets the reassessment deadlines each academic year.

Second Consideration
Second consideration of assessments enables marked work and feedback to be critically appraised to ensure that the marking criteria have been correctly applied and that feedback to students is constructive.

Please see the folder called HE Assessment Marking Criteria which can be found on the Assessment information and useful forms sections of MOODLE.

14. STUDENT SUPPORT GUIDANCE AND ADVICE

Course Tutor (CT)
Your CT's key responsibility is to support you through your course, agreeing your Individual Learning Plan and guiding you to achieve your targets. In addition your CT may offer Careers Advice and guidance, deliver one-to-one tutorials; group tutorials and will respond to queries or issues.

Your CT and module tutors will be able to provide career and industry/sector advice, in addition to the Student Support Services Team.

- Induction arrangements

During induction your tutors will introduce you to the course and the College. For example you will cover:
  - Students' Rights and Responsibilities
  - Administration and Completion of Records/Standard Documents
  - Programme of Study
  - Academic and Pastoral Support

Personal Tutorial Entitlement

Tutorial programmes for higher education students focus on one to one support. This will allow you to receive individual help and support specific to your needs.
You will have an entitlement to one individual session each Semester.

Study Skills

The modules will help you build your study technique and develop academic research and communication skills necessary for sustained personal development.

The Learning Resource Centre has books and journals, many of which are on-line, to help you improve your study technique. The Learning Hub staff based at Skipton are available to help you to find online resources too and can be contacted by email learninghub@craven-college.ac.uk or telephone 01756 693818. Help is also available from the Specialist Learning Support Centre, ask your Course Tutor about this.

If you think you may have a specific learning difficulty such as Dyslexia your Course Tutor may suggest that you are assessed for this. Students qualifying for the Disabled Students' Allowance can receive extra study support.

15. OPPORTUNITIES FOR PERSONAL DEVELOPMENT PLANNING

As a higher education student you will be encouraged to be fully involved in mapping out your aspirations and analysing your skills.

Personal development planning is embedded in the course and each module has learning outcomes entitled Key Transferable Skills. The inclusion of these learning outcomes ensures that you retain a critical approach to your own development.

In addition, your Course Tutor will guide and support you through the personal tutorial process to help you to set personal goals and to challenge yourself to do your best.

16. OPPORTUNITIES AND SUPPORT FOR STUDY ABROAD

- N/A

17. WORK PLACEMENT INFORMATION
- N/A

18. FACILITIES AND SERVICES

Learning Hubs
Craven College Learning Hubs offer quality learning resources to help students achieve their full potential. They offer a wide range of resource materials, books, magazines, electronic resources (including e-books) and DVDs. Students can access all electronic information both on and off campus through the Learning Hub section of Moodle. The staff are more than happy to deliver electronic inductions and research sessions to groups and students on an individual basis. These can be arranged through your tutor.

Students completing a course in Higher Education will benefit from the vast array of electronic resources available. The Learning Hub offers group and one to one training sessions on request for electronic databases, journals, e-books, study skills and bibliographies and referencing.

LOCATIONS

Aireville Campus, Whernside building 01756 693818
Aviation Academy Second Floor, 0113 3919815
Some stock is available at the High Street & The Auction Mart campuses
E-mail: learninghub@craven-college.ac.uk

OPENING TIMES

Aireville Campus –	Whernside
Monday	8.45am – 5.00pm
Tuesday	8.45am – 5.00pm
Wednesday	8.45am – 7.00pm
Thursday	8.45am – 5.00pm
Friday	8.45am – 2.00pm

Opening hours may be adjusted during the academic year. Check Moodle for details of the opening times

Catering Services
Caterlink provides refectory services and hospitality services for all staff, students and visitors to the college. There are four catering outlets across the various sites of the college. Our aim is to provide a good selection of freshly prepared food, a balanced menu with healthy options and at a price that is affordable to everyone

19. ASSESSMENT AND PROGRESSION REGULATIONS

Please see the Regulations for Validated Awards of The Open University which can be found on the College website and MOODLE

20. DISSERTATIONS AND PROJECTS

N/A

21. DETERMINATION OF RESULTS

Module Title	Assessment & weighting	Assessment & weighting
Beauty and the Beast	Research Project 100%	
Final Major Project	Portfolio 100%	
Make up Showcase Event	Reflective Journal 30%	Make up Showcase Event 70%
Specialist Practise	Body of Work 50%	Critical Analysis 50%

For further information about the procedure for approval of marks, decisions for progression and award and how these are communicated, please see the *Regulations for validated awards of The Open University* which can be found on the College website and MOODLE.

22. RELEVANT INSTIUTIONAL POLICIES AND STATEMENTS

Craven College Equality and Diversity Policy
Promoting equality is not the same as treating people equally. Craven College places great emphasis on access to education as a means to remove barriers, eliminate discrimination, address disadvantage, and raise the aspirations of both present and potential students and staff. This is embedded within the College mission and vision statements.

College Commitment:
To promote equality of opportunity for all students and staff, and advance social inclusion by removing barriers to learning, progression and employment

The full document Craven College Equality and Diversity Policy can be found on the College website

Appeals procedure
There is no right of appeal against academic judgements, however all students will have a right of appeal against the decision of the Board of Examiners. Grounds for appeal would include but are not limited to an administrative error or procedural irregularity or circumstances that the BoE was unaware of at the time the decision was taken.

The Higher Education Appeals Policy and procedure can be found on the College website.

Complaints procedure
Craven College values the views of all its customers and aims to manage complaints in a way that is sensitive to the needs of both individuals and groups. It is anticipated that most complaints will be dealt with through informal channels but if a student feels that it is necessary to pursue a complaint formally, they should access the Complaints Policy which can be found on the College Website.

Data Protection Policy
The *Data Protection Policy* can be found on the College website

23. STUDENT PARTICIPATION AND EVALUATION

The College and the Awarding Organisation welcome your views on the course and the College. You will be invited to express your opinion and put forward your views in a number of ways.

- **Group and Individual Tutorials**

The Course Tutor will schedule group and individual tutorials, and this is an opportunity to raise any aspect of the course or college you would like to discuss.

- **Student Representatives**

A representative from your group will be invited to participate in course or sector meetings, meetings of the College's Student Union and HE Operational Meetings. Student representatives shall be given adequate notice of meetings so that they can consult with their fellow students, to ensure all students' views are shared.

- **Student Union**

Students are able to come together to discuss topics of interest across a range of courses and work with college managers to bring about changes to improve students' experiences.

- **Cross-college Representation**

There are a number of opportunities for students to be members of cross-college committees such as the Board of Governors, Academic Board, Equality and Diversity Committee, Joint Learner Services sub-committee, Environmental Sustainability Development Group and Quality Assurance sub-committee.

- **Module or Unit Evaluations**

During your course you will be asked your opinion regarding each module or unit.

- **Feedback**

You will be invited to evaluate your College experience through module, course and college questionnaires and possibly the NSS (National Student Survey).

- **Focus Groups**

The HE Team meets with each group of students for a Student Focus group. You will be invited to give your opinion about various aspects of studying higher education at Craven

24. GENERAL READING LIST

Module reading lists are included in each Module Handbook.