

PERFORMING ARTS

INDUCTION PACK 2023-24



OVERVIEW

Craven College run Performing and Production Arts courses under the awarding body UAL (University of the Arts London). These courses run from Level 2 (Award and Diploma) to Level 3 (Diploma and Extended Diploma). Further to this, we run an HNC/D (Higher National Certificate and Diploma) under the awarding body of BTEC. These pathways allow our students to progress through different levels whilst studying at the College and stay closer to home.

All courses offer the opportunity to explore, develop and test their creativity as the qualification structures are stimulating, demanding and provides an excellent supportive transition from general to more specialised study.



MEET THE STAFF



Giles Atkinson

Head of Department
/Musical Theatre
tutor



Susan Hargreaves

Performing Arts
Tutor



Tom Aldersley

Performing Arts
Tutor



Ben Pearson

Performing Arts
Technician

Divisional Progress Support Assistants:

- Tracey Ellington – tellington@craven-college.ac.uk
- Angela Richmond – arichmond@craven-college.ac.uk

Progress Coach:

- Vanessa Williams – vwilliams@craven-college.ac.uk

How we contact you:

During your enrolment you will be added to the course Microsoft Teams group. This is a great way for important information to be given and we would encourage you to check this regularly. The College also has the **MyCraven app** where students can access information such as Timetable etc.

MyCRAVEN

The Craven College app, your
essential guide to student life

Download now

Search **MyCraven** in the App Store / Google Play or scan the QR codes below...



ABSENT FROM COLLEGE

The courses at Craven College consist of taught timetables sessions.

We expect you to attend all of the classes as this will give you the best chance of success and allow you to make the most of your time at Craven. We understand that occasionally this may not be possible, in which case you should notify your Tutor and record it on Proportal - **proportal.craven-college.ac.uk/proportal**. Please report this on each day that you are absent.



proportal

Version 23.1.0

Username:

Password:

Remember me

IT INFORMATION

Your username, College email and password will be emailed to your personal email address shortly after you enrol. If you don't receive this or you are struggling to log in, please call the IT Service Desk on **01756 693 839** or email **servicedesk@craven-college.ac.uk**.

Your College email account must be used for all communication with College staff to adhere to GDPR guidelines.

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. **'letmein22'**. The first time you log into a College PC you will be required to change this password to a different one. Use this to log onto the College network on any College PC.

GUIDANCE FOR PASSWORDS

- Length - At least 14-16 characters in length
- Easy to remember, hard to guess - use a phrase, three to four words that mean something to you remembering to add symbols/numbers
- Change your password often
- Don't share your password - not even with IT
- Test your password strength - You can test your password strength on the following website, this will let you know how long it would likely take to crack your password. You can test the impact length and complexity has on the time needed to crack your password **howsecureismypassword.net**

CHANGING PASSWORDS

To maintain security, your password will expire every 90 days. You will be prompted to change this in advance of the expiration date when you are logged into the College network. If your password has expired, you will be forced to change this the next time you log into a College machine. Access to Moodle and Teams from home will be prevented until this password has changed. If you are at home, you can change your current password on the following URL, providing you know the existing password: **account.activedirectory.windowsazure.com/ChangePassword.aspx**

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 693 839, 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:

COLLEGE WI-FI

The Wi-Fi at College is called '**CC-wifi**'. You will need to use your College username and password to log-in.

ACCESSING COLLEGE SYSTEMS

To access the College systems on your own device, use the Craven College MyCraven app.

IT 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.

The central email address for IT is **servicedesk@craven-college.ac.uk** or they can be contacted by telephone on **01756 693 839**.

There is usually a member of staff available between the hours of 8:30AM-5:00PM Monday to Thursday, with Friday hours 8:30AM-4.30PM. Alternatively, you can visit their office in the Ingleborough building, Aireville Campus.



COURSE CALENDAR

Please note that you will be expected to perform in the evenings and at weekends, so would need to consider transport arrangements on these dates. The below calendar is correct at time of writing, however, due to the nature of working with eternal agencies/venues so dates may change. You will be notified of these as soon as possible.

	w/c	Mon	Tues	Weds	Thurs	Fri	Sat	Sun	
	JUL 2023	31							
	AUG	07							
		14							
		21							
Teaching Week	ADMIN WEEK	28	BH						
1	SEPTEMBER	04	IW						TERM STARTS 4th Sept 2023 Induction Week
2		11	BEGIN						Year 1 Xmas Project Begins. Year 2; Monologue Mania 2 Project begins
3		18							Year 1 and 2 Musical Theatre Project Begins W/C 4th September
4		25							
5	OCTOBER	02							
6		09							
7		16							
8		23							
		30							HALF TERM 30th October-3rd Nov- Inclusive
9	NOVEMBER	06							
10		13							
11		20							
12		27							
13	DECEMBER	04			MM2				Thursday 7th December; Year 2 Monologue Mania 2 Performance.
14		11			XMAS				Sunday 10th December; Year 1 Xmas Project Performance.
15		18							TERM ENDS FRIDAY 22nd December 2023
		25	BH	BH	ED	ED	LH		
	JAN 2024	01	BH	LH	LH	ED	ED		
16		08							TERM STARTS - Monday 8th January 2024
17	SEM 1 ENDS	15							
18		22							
19		29	MTP			N1	N2		Musical Theatre Project Production Week; Shows on 2nd and 3rd February.
20	FEBRUARY	05							
		12							HALF TERM 12-16 February 2024 Inclusive
21		19	FMP						FMP; Project Proposal Week
22		26	FMP						FMP; Director's Season Rehearsals start.
23	MARCH	04		S Dev	London	London			Staff Devt Day - Tues 5th March London Trip Weds 6th and Thurs 7th March
24		11							
25		18							TERM ENDS- Friday 22nd March 2024
		25				BH			
	EASTER	01	BH	LH					
26		08							TERM STARTS- Monday 8th April 2024
27	APRIL	15	FMP						FMP Production Week; Evening Performances during the week.
28		22	FMP						FMP Theory and evaluation week.
29		29	SCP/ TIE						Year 2; Showcase Project Begins. Year 1; TIE Project Begins.
30	MAY	06	BH						
31		13							
32	SEM 2 ENDS	20	SCP						Year 2; Showcase Performance and Graduation Ceremony Week.
		27	BH	LH					HALF TERM 27th May- 31st May 2024 Inclusive
33	JUNE	03							
34		10							
35		17							
36		24	SDP		FSM				Year 1 Sheep Day Project Performance Week. END OF TERM 29th June
		01							
		08							YEAR 10 TASTER WEEK

FEES

A Production Fee of £30 must be paid on the day of enrolment via online Craven College Shop:

shop.craven-college.ac.uk

This fee covers extra workshops, tickets for shows and other extra costs which are required when undertaking the course.

OTHER COSTS

You are expected to be adequately and professionally dressed for all rehearsals. The industry norm is all black, including black pumps, dance/jazz shoes. The College online shop allows you to purchase branded specific t-shirts and hoodies: **shop.craven-college.ac.uk**

RESIDENTIAL TRIPS

Students can participate on the educational trip to London. This is trip includes theatre visits, workshops and/or educational tours. On our last visit students visited Harry Potter World to understand set design and costumes, a workshop and tour of London Dungeon and in the evening the musical Back to the Future. Details of this trip is usually given during enrolment and there are opportunities to pay in instalments via the College online shop: **shop.craven-college.ac.uk**



MEASUREMENTS

On occasions we may need to hire costumes depending on the shows to be performed. Please ensure that the measurements form is completed and handed to your tutor during induction week.

Northern Costume Hire – Gents Measurement Form

Show: Society:

Delivery Date: Performance Dates:

<p>Name: <input type="text"/></p> <p>Character: <input type="text"/></p> <p>Height <input type="text"/> Chest <input type="text"/> Waist <input type="text"/></p> <p>Inside Sleeve <input type="text"/> Inside Leg <input type="text"/></p> <p>Hat Size <input type="text"/> Collar Size <input type="text"/></p> <p>Total Number of Costumes: <input type="text"/></p>	<p><u>List of costumes required:</u></p>	<p>Name: <input type="text"/></p> <p>Character: <input type="text"/></p> <p>Height <input type="text"/> Chest <input type="text"/> Waist <input type="text"/></p> <p>Inside Sleeve <input type="text"/> Inside Leg <input type="text"/></p> <p>Hat Size <input type="text"/> Collar Size <input type="text"/></p> <p>Total Number of Costumes: <input type="text"/></p>	<p><u>List of costumes required:</u></p>
<p>Name: <input type="text"/></p> <p>Character: <input type="text"/></p> <p>Height <input type="text"/> Chest <input type="text"/> Waist <input type="text"/></p> <p>Inside Sleeve <input type="text"/> Inside Leg <input type="text"/></p> <p>Hat Size <input type="text"/> Collar Size <input type="text"/></p> <p>Total Number of Costumes: <input type="text"/></p>	<p><u>List of costumes required:</u></p>	<p>Name: <input type="text"/></p> <p>Character: <input type="text"/></p> <p>Height <input type="text"/> Chest <input type="text"/> Waist <input type="text"/></p> <p>Inside Sleeve <input type="text"/> Inside Leg <input type="text"/></p> <p>Hat Size <input type="text"/> Collar Size <input type="text"/></p> <p>Total Number of Costumes: <input type="text"/></p>	<p><u>List of costumes required:</u></p>

Please Use BLACK INK and give All Measurements in INCHES

Northern Costume Hire – Ladies Measurement Form

Northern Costume Hire – Ladies Measurement Form

Please Use BLACK INK and give All Measurements in INCHES – Bust Size NOT Bra Size

Show: Society:

Delivery Date: Performance Dates:

<p>Name: <input type="text"/></p> <p>Character: <input type="text"/></p> <p>Bust <input type="text"/> Waist <input type="text"/> Hips <input type="text"/></p> <p>Outside Sleeve <input type="text"/> Nape to Waist <input type="text"/></p> <p>Waist to Ankle <input type="text"/> Height <input type="text"/> Waist to Calf <input type="text"/></p> <p>Total Number of Costumes: <input type="text"/></p>	<p><u>List of costumes required:</u></p>	<p>Name: <input type="text"/></p> <p>Character: <input type="text"/></p> <p>Bust <input type="text"/> Waist <input type="text"/> Hips <input type="text"/></p> <p>Outside Sleeve <input type="text"/> Nape to Waist <input type="text"/></p> <p>Waist to Ankle <input type="text"/> Height <input type="text"/> Waist to Calf <input type="text"/></p> <p>Total Number of Costumes: <input type="text"/></p>	<p><u>List of costumes required:</u></p>
<p>Name: <input type="text"/></p> <p>Character: <input type="text"/></p> <p>Bust <input type="text"/> Waist <input type="text"/> Hips <input type="text"/></p> <p>Outside Sleeve <input type="text"/> Nape to Waist <input type="text"/></p> <p>Waist to Ankle <input type="text"/> Height <input type="text"/> Waist to Calf <input type="text"/></p> <p>Total Number of Costumes: <input type="text"/></p>	<p><u>List of costumes required:</u></p>	<p>Name: <input type="text"/></p> <p>Character: <input type="text"/></p> <p>Bust <input type="text"/> Waist <input type="text"/> Hips <input type="text"/></p> <p>Outside Sleeve <input type="text"/> Nape to Waist <input type="text"/></p> <p>Waist to Ankle <input type="text"/> Height <input type="text"/> Waist to Calf <input type="text"/></p> <p>Total Number of Costumes: <input type="text"/></p>	<p><u>List of costumes required:</u></p>

Should females require a male costume (suit etc), please include them on the Gent's measurement form too.

DECLARATION/ PERMISSION FORMS

All our projects are filmed for assessment purposes. In addition to this many images are used to promote the event via social media and the college website. Please ensure that the permission slip is completed and returned during induction week.

PERFORMANCE SPACE

We are fortunate to have performance spaces within the College (TV studio and the Hall) – as well as spaces in and around Skipton. Some of this include The Mart Theatre – where we perform the annual musical, Skipton Town Hall and Craven Arts House.

The course allows for collaboration with the industry, and we often receive requests for actors to participate in local, regional and national campaign.



Craven Arts House
55 Otley Street, Skipton, BD23 1ET



Skipton Town Hall
High Street, Skipton, BD23 1AH



The Mart Theatre
Unit 5, Craven Cattle Mart,
Gargrave Rd, Skipton BD23 1UD



The Hall, Pen-y-ghent
Craven College, Aireville Campus



TV Studio, Ingleborough
Craven College, Aireville Campus

STUDENT SUPPORT SERVICES

WORK EXPERIENCE

The Student Services Team provide non-academic support and advice and may also help with personal problems which may affect your success on your course. Student Services can also give you information about the bursaries available to students and offer advice to help you decide on your next step regarding your career.

More information about the support available can be found on the College website. Otherwise, you can email **student-services@craven-college.ac.uk** or call into **W0.07**, Whernside Building.

Additional Support: Sarah Kearney,
SEND Team Leader:
skearney@craven-college.ac.uk

If you declared a learning difficulty or disability at enrolment, you will be invited for a one-to-one meeting with a member of the College's SEND team to discuss your disability/learning difficulty and what additional support might be needed. You may be also asked to provide evidence to confirm the disability/learning difficulty.

You are required as part of your study programme to obtain and engage in a period of work experience. This needs to be logged and tracked throughout the academic year.

It is your responsibility to obtain this placement and provide the necessary paperwork such as insurance and health & safety documents.

More information on this will be given during the first few weeks of starting your course.

PROGRAMME OF STUDY

Depending on your GCSE English & maths results from school, this will determine the level at which you will study as an FE student. All units are assessed via a project/performance. They are internally assessed by the tutors and then externally verified by a UAL Moderator. Please note: there are no formal examinations, just continual development and assessment.

LEVEL 2 STRUCTURE

Award:

Unit 1 Introduction to performance

Unit 2 Introduction to production

Diploma:

Unit 1 Introduction to performance

Unit 2 Introduction to production

Unit 3 Communicating with an audience

Unit 4 Staging a performance

Unit 5 Contextual research for performance and production

Unit 6 Performance skills and practice

Unit 7 Production skills and practice

Unit 8 Personal project and presentation *FMP

Unit 9 Producing and performing to an audience

Unit 10 Producing and performing to an audience

LEVEL 3 STRUCTURE

Year 1 - Diploma:

Unit 1 Principles of performance

Unit 2 Engaging with an audience

Unit 3 Introduction to professional practice

Unit 4 Critical and contextual awareness

Unit 5 Production skills and context

Unit 6 Performance skills and context

Unit 7 Preparation for specialist study

Unit 8 Collaborative performance project

Year 2 - Extended Diploma:

Unit 9 Developing performance and production skills

Unit 10 Preparing for progression

Unit 11 Exploration of specialist study and context

Students must achieve one of the two optional units below:

Unit 12 Extended project *FMP

Unit 13 Extended project *FMP

***FMP = Final Major Project** and is assessed to criteria to obtain: Pass, Merit or Distinction. These final grades at Level 3 can be transferred into UCAS points for University entry

TIMETABLES

Maybe subject to change but these will be undated on MyCraven.

XSF0291 – LEVEL 1/2 PERFORMING AND PRODUCTION ARTS (Yr 1)

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9-10	ENGLISH MATHS			T1 MUSICAL THEATRE	
10-11		T1 MUSICAL THEATRE T2 FMP		T2 FMP	
11-12		P1.2/10.18		P1.2/10.18	
12-1					
1-2	TUTORIAL 10.14	SKILLS WORKSHOP	ENGLISH MATHS IF DOING ENG OR MATHS 2.45-4.15 THEN GO TO SKILLS WORKSHOP BEFORE IF DOING BOTH 1-4	PERFORMANCE SKILLS	
2-3	PERFORMING ARTS THEORY 10.14	P1.2		P1.2 HALL	
3-4					
4-5					
5-6	EMPLOYABILITY 10.14				

XSF0021 – LEVEL 3 DIPLOMA PERFORMING AND PRODUCTION ARTS (Yr 1)

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9-10	ENGLISH MATHS			T1 MUSICAL THEATRE	
10-11		T1 MUSICAL THEATRE T2 FMP		T2 FMP	
11-12		P1.2/10.18		P1.2/10.18	
12-1					
1-2	TUTORIAL 10.14	SKILLS WORKSHOP	ENGLISH MATHS IF DOING ENG OR MATHS 2.45-4.15 THEN GO TO SKILLS WORKSHOP BEFORE IF DOING BOTH 1-4	PERFORMANCE SKILLS	
2-3	PERFORMING ARTS THEORY 10.14	10.18		P1.2 HALL	
3-4					
4-5					
5-6	EMPLOYABILITY 10.14				

TIMETABLES

XSFX0022 – LEVEL 3 EXTENDED DIPLOMA PERFORMING AND PRODUCTION ARTS (Yr2)

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9-10	EMPLOYABILITY IO.14		ENGLISH MATHS IF DOING ENG OR	T1 MUSICAL THEATRE T2 FMP P1.2/10.18	
10-11	PERFORMANCE SKILLS IO.18	T1 MUSICAL THEATRE	MATHS 9- 10.30 THEN GO TO SKILLS WORKSHOP	SKILLS WORKSHOP IO.18	
11-12		T2 FMP P1.2/10.18	IF DOING BOTH 9-12		
12-1					
1-2		TUTORIAL IO.14	PERFORMANCE SKILLS P1.2	ENGLISH/MATHS	
2-3		PERFORMING ARTS THEORY IO.14			
3-4					
4-5					

XSFH0011 – LEVEL 4 HNC IN PERFORMING ARTS – TO FINISH

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	
9-10					HNC PRACTICAL SKILLS IO.18	
10-11						
11-12				HNC STUDY SKILLS IO.15		
12-1						
1-2				INDUCTION 22/9/22 IO.18	TUTORIAL IO.15	HNC PRACTICAL SKILLS IO.18
2-3					HNC PRACTICAL SKILLS IO.18	
3-4						
4-5						
5-6						

OPEN EVENINGS/ DAYS

As students at Craven College, you will be expected to represent Performing Arts in our marketing events. These include Open Evenings and Days. This is generally done on a rotating basis but as a norm we require 3-4 students per event.

The 2023-24 Events are as follows:

- Monday 09 October 2023
- Monday 20 November 2023
- Saturday 20 January 2024
- Friday 02 February 2024 – Year 11 Taster Morning
- Monday 11 March 2024
- Monday 17 June 2024

PARENTS EVENINGS

We have regular contact with parents throughout your time at College, however, formal parents' evenings are run on:

- Tuesday 14 and Thursday 16 November 2023
- Tuesday 06 and Thursday 08 February 2024

This is an opportunity for you to speak to a tutor on a one-to-one basis. They tend to be run online via the Students Teams link or a phone call.

Details will be sent out on how to book appointments near the time.



Enriching lives through learning

Craven College
Aireville Campus
Gargrave Road, Skipton
North Yorkshire, BD23 1US
01756 791 411

customerservices@craven-college.ac.uk
craven-college.ac.uk

