



## *Application and Audition Policy*

Throughout the year Bodywork Company advertises full time vocational training via different medias. These include various publications including The Dancing Times, CDMT website, Trinity College London website, social media networks and the Bodywork Company website. Bodywork also participates in numerous events throughout the year in order to reach as wide an audience possible, such as:

- Visiting UK colleges that offer BTEC courses – Conducting workshops and external auditions.
- We regularly attend and exhibit in secondary schools in the CAP scheme who operate careers evenings within our area.
- College Open Days – Prospective students and their families are openly invited to visit the college on two allocated days throughout the academic year. They can participate in free workshops throughout the day and/or observe a variety of classes. The potential applicants and their families are given the opportunity to meet teaching staff, current students, and gain more information about the course we offer.
- Outreach programmes – In 2005, Bodywork Company set up the Education Outreach Programme to create more opportunities for young people, within Cambridge and the surrounding areas, to be involved in the arts. This allows young people who could be potentially excluded from having the opportunity to take part due to transport difficulties.
- Part time courses are offered throughout the year such as half term workshops for kids aged 6-16yrs, summer schools and Easter Workshops.
- Theatre School – Bodywork Company also houses a Theatre School for children aged 3-18yrs. Many of these children go on to audition for full time vocational training at Bodywork Company.
- The annual Movelt Exhibition at London ExCel – Current full time Bodywork Company students are given the opportunity to showcase the college by performing a number of times throughout the event. Bodywork Company also has a stand where staff and students volunteer and hand out college prospectuses to interested applicants and answer any questions they may have.
- The CDMT (The Council for Dance, Drama and Musical Theatre) Conference – this is an annual event, hosted by different accredited colleges in the UK. We are invited to perform and provide information to any interested candidates who are considering full-time training in performing arts.

The application form is available from our website [www.bodyworkcompany.co.uk](http://www.bodyworkcompany.co.uk). This can be printed, completed and returned to the college by post to the college address located at the bottom of the application form, along with the audition fee of £45.00 and the photographs requested. (Please note: this is a non-refundable fee). More information is available on request by emailing [admin@bodyworkds.co.uk](mailto:admin@bodyworkds.co.uk).

Bodywork Company Dance Studios, 25-29 Glisson Road, Cambridge CBI 2HA

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## Application & Audition Allocation

Once we have received the completed application form, we will process this and allocate an audition date in writing to the contact details provided on the form. The letter will contain information about the audition day. This will include:

- Details of how to confirm your attendance, arrival times, address and requirements.
- What to prepare and bring on the day, e.g. form of identification, dancewear etc.
- A photography consent form, which needs to be signed and returned prior to the audition date. The audition panel will film your dance solos, song solos and monologues for the audition panel to refer to when allocating funding.
- The audition criteria.

## Audition Selection Process

Alongside Trinity and CDMT guidelines, Bodywork Company aims to include as many candidates as possible into the audition process for full-time vocational training. Many of the candidates have a previous history of dance or musical theatre of some sort, however this is not a requirement as each candidate is assessed on the audition day on their individual talent as well as their potential and employability.

Within our audition process, should the candidate have any disabilities or impairments, assistance will be offered by a member of staff in order to complete the audition whenever possible. Candidates are encouraged to disclose any disabilities through questions posed within the medical and equal opportunities area within the application pack.

Bodywork endeavours to work in-depth with all relevant 3<sup>rd</sup> parties (if necessary/requested) to ensure all of the applicant's needs are supported and met.

## Criteria

Each candidate is assessed on ability and potential in a Ballet and Jazz class. This is followed by a dance solo, a song solo and a monologue performed individually in front of the audition panel.

Each candidate is assessed during the audition process, this is documented in the form of Audition Report sheets.

The audition panel consists of The Principal of the college, Directors, Heads of Departments and Senior Managers to ensure that the consistency of the audition process is upheld.





The candidate is assessed on different criteria dependent upon the subject. The audition panel will assess each area. The assessor has to be able to quantify their marking with a comment on the report sheet next to the subject and criteria that sits behind the subject. Please see below:

- Ballet – Barre, Centre, Artistry and Performance, Potential
- Jazz – Technique, Dynamics, Performance, Potential
- Dance Solo – Comments from assessor
- Singing/Song Solo – Technique, Performance, Potential
- Monologue – Technique, Performance, Potential

In addition to the above, the assessor will be commenting on quality of performance, musicality, and the ability to retain, understand and apply choreography at a reasonable pace.

Overseas candidates who, with a valid reason are unable to attend an audition at Bodywork Company in person, are able to submit a video link or DVD for audition. Further information regarding the content of this material can be obtained by emailing [admin@bodyworkds.co.uk](mailto:admin@bodyworkds.co.uk).

### *Foundation Course Offer*

If the audition panel decides that the candidate has not quite reached the entry level for the full-time Level 6 Diploma in Dance or Musical Theatre, validated by Trinity College, London, they may offer a place on the one-year Foundation Course, Grade 8 Musical Theatre, validated by Trinity College, London.

### *Offer Review Panel*

The Principal, Directors and occasionally Senior Management form the review panel. All reports from each of the assessors along with the competent levels from the criteria above relating to each candidate is reviewed by the panel when making a final decision for placement offers. The future employability will also be taken in to account when reviewing the above.

### *Successful Candidates*

All successful candidates are informed of the audition panel's decision in writing. They will be notified as to which course they have been offered a place on and a deadline when they must accept or decline the offer. If you are offered a place on the three-year Level 6 Diploma and have accepted this offer, you will then receive relevant paperwork to complete in regards to eligibility for the Dance and Drama Award Scheme.

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### *Funding*

The only funding available to assist with tuition fees for the three-year Diploma course are the Dance and Drama Awards. If the applicant is not eligible for funding through this scheme, the panel may consider them for an internal scholarship assistance which may be available, however, this is only offered by the discretion of the Principal and audition panel. If an applicant is not offered any funding, full tuition fees will apply. Please note: There is no funding available for the one-year Grade 8 Foundation Course.

For more information regarding the DaDA scheme, go to [www.dadainfo.org.uk](http://www.dadainfo.org.uk)





### *Unsuccessful Candidates*

Bodywork Company will inform unsuccessful candidates as soon as possible following the audition. Upon request, we can offer verbal or written feedback and advice. This is taken from the audition panel members Audition Report sheets.

### *Dance and Drama Award Funding*

All candidates must complete the Self-Declaration of Income Form. Once we have received the completed forms the audition panel will be able to make conditional offers of a Dance and Drama Award to the most talented applicants. They will be informed in writing along with any further information regarding the DaDA. Further application forms will be sent to each candidate which is produced by the Government. These forms need to be completed and returned to the college accounts department by a requested date, complete with all the household income evidence required. The conditional offer of an award cannot be confirmed until we have received all the relevant financial information to support the application form.

Candidates who are not eligible or did not reach the required talent to receive an offer of a DaDA will be given further advice on how to obtain financial help via other avenues.

### *Appeals Procedure*

There is an appeals procedure in place for candidates who are not accepted into the college after an audition. Appeals will only be considered where it is claimed that there were irregularities during the audition/interview procedure. The grounds for appeal must be clearly stated in writing within 14 days following access to the written procedure and should be marked for the attention of the Principal. We will acknowledge receipt of any appeals and this will be passed on immediately to the person designated as responsible for the appeals process.

Bodywork Company are very willing to offer feedback from the panel if an applicant has been unsuccessful. The appeals committee comprises of the Principal, members of the Senior Management Team as well as two external parties. The appeals committee will endeavour to respond to the candidate as soon as possible.

