

# Leeds College of Art & Design Progression Agreement



## AGREEMENT FOR PROGRESSION

This is a progression agreement between:

### BA (Hons) Graphic Design

and

### National Diploma in Graphic Design

Leeds College of Art & Design (Higher Education) and Leeds College of Art & Design (Further Education)

### What will the progression agreement do?

It offers students from Leeds College of Art & Design, participating in the progression agreement, a range of experiences and activities to support students in selecting, applying and preparing for appropriate courses.

1. Students will be able to identify appropriate progression pathways.
2. Students will know what to expect from the key stages in the application process.
3. Students will be able to identify grants, bursaries and scholarships that they can apply for to support their studies in HE.
4. Students will be able to apply their understanding of entry requirements to guide their work and prepare appropriately for the course application process e.g. the portfolio requirements to the production of their portfolio
5. Students will be able to apply their understanding of the interview process to preparing appropriately for the interview.

### Student activities that form part of the progression agreement:

Activities	Selected
Member of staff from Leeds College of Art & Design to visit staff and students to talk about Higher Education progression agreement and the range of courses on offer	<input checked="" type="checkbox"/>
Students participating in the progression agreement attend internal open day at Leeds College of Art & Design	<input checked="" type="checkbox"/>
Students participating in the progression agreement meet current students and academics delivering on relevant courses. Visit to cover: <ul style="list-style-type: none"> <li>• Advice on how to prepare for the interview process</li> <li>• Portfolio crits with HE staff</li> <li>• Extension activities for HE courses – to be agreed with HE and FE course leaders</li> <li>• Information on grants, bursaries and scholarships that students can apply for to support their studies in HE.</li> </ul>	<input checked="" type="checkbox"/>  <input checked="" type="checkbox"/>  <input type="checkbox"/>  <input checked="" type="checkbox"/>

Students participating in progression agreements will receive appropriate information advice and guidance on the range of courses open to them	<input checked="" type="checkbox"/>
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All students participating in the Progression Agreement will be offered this support and an interview. They will be informed if they have been offered a place prior to the Route B UCAS deadline.

**CONTACT:**

**Progression Manager:** Dorothy King

**The commitment made by Leeds College of Art and Design HE:**

1. Identify a nominated member of the HE course team who is responsible for liaising with FE courses and offering support around the progression agreement and its activities
2. Involve the nominated member of staff in the planning and evaluation procedures of the progression agreement.
3. Evaluate the progression agreement and its associated activities on an annual basis and to record the student and FE staff feedback on the key activities.
4. To offer all students who participate in the progression agreement the activities planned and a guaranteed interview.
5. To give feedback to the students interviewed as to the outcome of the interview prior to the route B UCAS deadline
6. Publicize and promote the progression agreement within the College, in College literature and web site for the duration of the agreement.

**The commitment made by courses at Leeds College of Art and Design FE:**

1. Identify member of of the FE course team at the College who are responsible for liaising with HE Progression Manager through supporting students who are participating in the progression agreement.
2. Be responsible for the selection of students for participating in the progression agreement that students selected are expected to meet entry criteria for the courses that they are nominated for.
3. Ensure that all relevant course tutors are familiar with and understand the course selection criteria. College staff must contact the nominated member of staff if they have any questions about the criteria.
4. Notify the Progression Manager at Leeds College of Art & Design of proposed students entered for progression agreement.
5. Be responsible for regularly communication with the Progression Manager, as to the progress of the students participating in the progression agreement.
6. Ensure that students participate fully in the activities and work that form part of the progression agreement.
7. Distribute and circulate all College literature and course specific material to students and relevant members of staff.

8. Give the Progression Manager from Leeds College of Art & Design the opportunity to visit the FE course at least once a year and meet relevant groups of students.
9. Publicize and promote the Leeds College of Art & Design progression agreement.

**Commitment made by students:**

Nominated students planning to apply to Leeds College of Art & Design through the progression agreement make a commitment to the progression agreement and it's activities and must therefore agree to:

1. Participate in the activities agreed in this progression agreement
2. Contribute to monitoring and evaluation activities
3. Carry out any additional work or activities that they are asked to do as part of the progression agreement.

Signed on behalf of Leeds College of Art & Design H.E: *Fred Bates*

Name: *Fred Bates*

Role: *Course Leader BA (Hons) Graphic Design*

Date: *02/05/08*

Signed on behalf of Leeds College of Art & Design FE: *Andy Grayston*

Name: *Andy Grayston*

Role: *Course Leader National Diploma Graphic Design*

Date: *22/04/08*



## Progression Agreement Annex

**This Progression Agreement will commence in *May, 2008*. This Progression Agreement is initially agreed for a 3 year period. This Progression Agreement will be evaluated by both parties, bi-annually in *July and March* of each year.**

### **Course/Programme Entry Criteria**

*See General Advice and Guidance to Students Regarding the Selection and Interview process for places on Higher Education Courses at Leeds College of Art & Design*  
*See College prospectus and website*

### **Guaranteed interview,**

*Provided the candidates have met the entry criteria and follow instructions on applying internally they will be guaranteed an interview during February half term/reading week.*

*See Document Internal Applications at Leeds College of Art & Design*

### **Application Process**

*See Document General Advice and Guidance to Students Regarding the Selection and Interview process for places on Higher Education Courses at Leeds College of Art & Design*

*See also College prospectus and website*

*See Internal Applications at Leeds College of Art & Design*

### **Understanding HE**

<b><i>Oct to April</i></b>	<b><i>Individual/ group tutorials &amp; individual mock interviews</i></b>
<b><i>November</i></b>	<b><i>Internal Open Day</i></b>
<b><i>June</i></b>	<b><i>End of Year Exhibitions</i></b>

### **Personal Career and Development Planning**

*Opportunities are provided for learners to discuss their progression agreement during their weekly tutorial sessions during which this is incorporated into their ILP.*

*Support for students on HE course is via the Disabled Students' Allowance. Dyslexia is classed as a disability and in order to apply for the DSA, students with dyslexia must have an up to date psychological assessment to support their application. All our FE students with dyslexia who intend to progress to HE are provided with a full assessment, the cost of which is covered by ALS funding. Support is given with applying for the DSA and also with arranging Assessments of Study Needs at Leeds University. FE students with dyslexia progressing to HE will have been given the opportunity to apply for, or are in receipt of the DSA to support them on their HE course. This includes weekly study skills tutorials provided by our dyslexia support staff.*

*Students who have underdeveloped literacy skills but who do not have dyslexia, are unable to apply for the DSA. These students are able to access study skills tutorials which are funded by the college. Internal students who are progressing know about this support in advance but are also likely to be identified as requiring literacy support through our screening of all first year HE students. They will be given an appointment with study skills staff and will be encouraged during weekly tutorial sessions to attend study skills tutorials. All course teams are made aware through staff induction of the support available and information on how to access academic support is on the student intranet. Information about particular needs of a learner are shared between representatives through course team meetings/tutorial sessions/ parents evenings.*

*See Document Procedures for Supporting Students with Specific Learning Difficulties*

### **Curriculum Planning and Development Activities**

*Changes or modifications to the course/programme with respect to progression will be shared between representatives prior to the annual Internal Open Days in November and during staff development weeks.*

### **Modification or Termination of the Progression Agreement**

*Bi annual reviews will provide the opportunity for modification or termination of the progression agreement. Any changes will be communicated to the students via the website and via group and individual tutorials.*

### **Review of the Progression Agreement**

*Bi-annual reviews will be completed in March and July and the outcomes of the reviews will be recorded and incorporated into the college's annual course/programme evaluation processes.*

