

Application Checklist 2016/17

Before sending your application, it is important that you check to make sure you have done the following:

All Applicants

Have you completed every section of the application form fully and accurately? If a section does not apply to you, have you remembered to insert N/A?	<input type="checkbox"/>
Have you enclosed the reference form(s) completed and signed by your chosen referee(s)?	<input type="checkbox"/>
Have you enclosed the equal opportunities monitoring form?	<input type="checkbox"/>
Have you enclosed copies of your highest dance/dance teaching qualifications?	<input type="checkbox"/>
Have you enclosed copies of your certificates of your highest academic qualifications? (if applying to a university-validated programme)	<input type="checkbox"/>

Applicants to university-validated programmes and the Professional Dancers' Teaching Diploma and Professional Dancers' Postgraduate Teaching Certificate

If English is a second language for you, and you have completed the appropriate IELTS test, have you enclosed the test report together with your application?	<input type="checkbox"/>
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Application Form for entry in 2016/17

Please write or type in black ink and use **BLOCK CAPITALS**.
Refer to the enclosed application guidelines on how to complete this form.

1 PROGRAMME FOR WHICH YOU WISH TO APPLY (please tick one box only)

Part-Time, Distance-Learning Programmes												
<input type="checkbox"/>	MA in Education (Dance Teaching)*											
<input type="checkbox"/>	MA in Education (Dance Teaching)* (access route for PDPTC graduates)											
<input type="checkbox"/>	PG Dip in Education (Dance Teaching)											
<input type="checkbox"/>	PG Cert in Education (Dance Teaching)											
<input type="checkbox"/>	Professional Dancers' Postgraduate Teaching Certificate Germany <input type="checkbox"/> USA <input type="checkbox"/>											
<input type="checkbox"/>	BA (Hons) Dance Education* (part-time)											
<input type="checkbox"/>	BA (Hons) Dance Education* (part-time access route for CBTS graduates)											
<input type="checkbox"/>	Dip HE: Dance Education					<input type="checkbox"/>	Cert HE: Dance Education					
<input type="checkbox"/>	Diploma in Dance Teaching Studies											
<input type="checkbox"/>	Certificate in Ballet Teaching Studies											
Full-Time, London-Based Programmes												
<input type="checkbox"/>	Licentiate of the Royal Academy of Dance											
<input type="checkbox"/>	Professional Dancers' Teaching Diploma											
Foundation Module <input type="checkbox"/>												
RAD Membership Number (if known)												
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

*University-validated programmes

Apply through UCAS or UCAS Teacher Training for:

BA (Hons) Ballet Education* (full-time, London-based)

BA (Hons) Dance Education* (full-time, distance-learning)

Diploma of Higher Education: Dance Education*
(full-time, distance-learning)

Certificate of Higher Education: Dance Education*
(full-time, distance-learning)

Applications for the above programmes are made online and further information can be found at www.ucas.com or by contacting the Customer Service Unit on 0371 468 0 468 (UK numbers) or +44 330 3330 230 (outside the UK)

Postgraduate Certificate in Education: Dance Teaching (with Qualified Teacher Status)* (full-time, London based)

Applications for the above programme are made online and further information can be found at www.ucas.com/ucas-teacher-training or by contacting the Customer Service Unit on 0371 468 0 469 (UK numbers) or +44 330 3330 231 (outside the UK)

For all other programmes, please see guidelines for return address.

2 YOUR CONTACT DETAILS

Title (e.g. Mr, Ms, Mrs, Miss etc.):					Surname/Family Name:						
First/Given Name(s):											
Postal Address:											
Country:											
Home Tel:						Mobile Tel:					
Email:						Skype Name:					

3 OTHER DETAILS

Age at start of programme	Years	Months	Date of Birth	D	D	M	M	Y	Y		
Male or Female (please tick box)	Male <input type="checkbox"/>	Female <input type="checkbox"/>	Nationality								
What is your first language (refer to guidelines point 3.1)											
Please specify if you speak any other languages											
What languages are you prepared to study in?											
Country of permanent residence											
If you are applying for a London-based programme, would you be able to attend an audition in London? (please tick box)			Yes <input type="checkbox"/>	No <input type="checkbox"/>	If no, please refer to guidelines (point 3.2) for additional requirements						
If successful, how do you intend to finance your studies?											
Please give details of any reasonable adjustments or support required due to a disability or medical condition: (refer to guidelines point 3.3)											

4 EDUCATION, ACADEMIC & DANCE QUALIFICATIONS COMPLETED

SECONDARY EDUCATION QUALIFICATIONS

School Name & Address	Subject & Level (e.g. GCSE, A levels, BTEC)	Grade/Result	From	To

FURTHER AND HIGHER EDUCATION QUALIFICATIONS

Institution	Subject & Level (e.g. BA (Hons), MA)	Grade/Result	Month	Year

DANCE & DANCE TEACHING QUALIFICATIONS – List highest qualification achieved to date

Examining Body	Genre & Level	Grade/Result	Month	Year

If your application is for a university-validated programme, you must enclose copies (in English) of any certificates for your highest academic qualifications passed, e.g. GCE A levels, International Baccalaureate, Abitur, Apolyterion or equivalent in your country.

Please attach copies of the highest dance/dance teaching qualifications obtained to date.

5 QUALIFICATIONS CURRENTLY BEING TAKEN including examinations not yet taken or where results are not yet published (refer to guidelines point 5)

Institution	Subject & Level	Month	Year

Please make a photocopy of this page if you need more space to annotate your qualifications

The RAD holds contact details to enable it to provide customers and members with information on membership, programmes of study and courses, conferences, events and activities, and related products and resources. In providing us with your contact details you give us permission to contact you in relation to these. We will not disclose your information to any third party except where legally required to do so.

If you do not wish to receive any information about or from the RAD please tick here

We may, from time to time, send you targeted communications about other carefully selected third party services which we think may be of interest to you. If you do not wish to receive such information from the RAD about carefully selected third party services, please tick here

The RAD full data protection statement is available at <https://www.rad.org.uk/policies>.

The RAD Privacy Statement is available at <http://www.rad.org.uk/cookies-and-privacy>.

Declaration: I confirm that the information given on this form is true, complete and accurate and no information requested or other material information has been omitted. I agree that if I am admitted to a programme of study at the Royal Academy of Dance, I shall abide by the regulations of the Royal Academy of Dance and, if appropriate, the validating University. I have read the statement on Data Protection and agree to the use of my personal data as outlined and the RAD's rules and policies on the use of personal data.

Applicant's Signature:

Do not type signature as this will not be accepted.

Date:

Where did you hear about the programme of study for which you are applying? (please tick box)

- | | | | |
|--|--|-----------------------------------|--|
| <input type="checkbox"/> RAD Website | <input type="checkbox"/> UCAS | <input type="checkbox"/> Twitter | <input type="checkbox"/> RAD Prospectus |
| <input type="checkbox"/> Other RAD Publication | <input type="checkbox"/> Dancing Times | <input type="checkbox"/> Facebook | <input type="checkbox"/> RAD examiner or teacher |
| <input type="checkbox"/> Dance Gazette | <input type="checkbox"/> Hotcourses | Other (please specify) _____ | |

Please return applications to study the Certificate in Ballet Teaching Studies outside the UK to the National Office in the country in which you wish to study and all other applications to the Lead Admissions Officer, Registry, Faculty of Education, Royal Academy of Dance, 36 Battersea Square, London, SW11 3RA, UK.

Reference – Entry in 2016/17

Please write or type in black ink and use BLOCK CAPITALS

REFERENCE

- This reference should be completed by someone in a position to comment on both the applicant's academic ability and dance teaching potential as appropriate. This may be the applicant's teacher or an employer.
- You may **not** provide a reference if you are a friend or member of the applicant's family.
- Please write in English.

Name of Applicant:

Programme Applied for:

Referee's Name & Title:

Post/Occupation:

Relationship to Applicant:

Postal Address:

Home Tel:

Mobile Tel:

Email:

Instructions to Referees:

1. Complete the information requested above.
2. Provide predicted GCE A level, or equivalent, results for the applicant (if appropriate).
3. Comment on the applicant's:
 - suitability for the programme for which application is made
 - personal qualities: motivation, communication skills, punctuality, attendance, attitude etc.

Comment on applicant's:

- academic ability
- teaching potential
- performance/dancing ability
- level of written/spoken language for the language they wish to study in

Please continue overleaf if necessary.

Referee's Signature:

Do not type signature as this will not be accepted.

Date:

Please return the completed form to the applicant so that it can be submitted alongside the rest of the application.

Equal Opportunities Monitoring Form 2016/17



Information requested on this page is for statistical and monitoring purposes only. The data will be stored by Registry and will not be passed on to any academic staff who will be involved in the assessment of your application.

Programme applied for:

ETHNIC ORIGIN
I would describe my ethnic origin as:

ASIAN OR ASIAN BRITISH	BLACK OR BLACK BRITISH	CHINESE OR OTHER ETHNIC GROUP	MIXED	WHITE
Indian <input type="checkbox"/>	Caribbean <input type="checkbox"/>	Chinese <input type="checkbox"/>	White and Black Caribbean <input type="checkbox"/>	British <input type="checkbox"/>
Pakistani <input type="checkbox"/>	African <input type="checkbox"/>	Any other <input type="checkbox"/>	White and Black African <input type="checkbox"/>	Irish <input type="checkbox"/>
Bangladeshi <input type="checkbox"/>	Any other Black background <input type="checkbox"/>		White and Asian <input type="checkbox"/>	Any other White background <input type="checkbox"/>
Any other Asian background <input type="checkbox"/>			Any other mixed background <input type="checkbox"/>	

YOUR AGE AT THE START OF THE PROGRAMME:

SEX I.E. FEMALE, MALE, OTHER ETC.

If you wish, you may disclose information below about your:

RELIGION _____

SEXUAL ORIENTATION _____

Application Guidelines for entry in 2016/17

If you require the application form in large print, please contact the Lead Admissions Officer (email: faculty@rad.org.uk; Tel: +44 (0)20 7326 8086).

Complete all sections as requested. Insert N/A if the section is not appropriate to your application.

1. Programme for which you wish to apply:

The RAD offers a number of programmes of study. Please tick the appropriate box to indicate the programme for which you wish to apply (for more information about a programme of study, please refer to our prospectus). If applying for a full-time degree or postgraduate programme, apply through UCAS or UCAS Teacher Training as directed.

2. Your contact details:

The information you provide here will be used in all communications. Please ensure that you provide accurate information, so that we can contact you easily and quickly. If your details change, please keep us updated. You **MUST** provide a personal email address for all distance-learning programmes (for example the Certificate in Ballet Teaching Studies) as this will be the primary method of communication. Email accounts of family and friends should not be used.

3. Other details:

3.1 Applicants whose first language is not English

Normally a minimum overall score of 6.5 in the International English Language Testing System (IELTS) is required for undergraduate study and a minimum overall score of 7.0 for postgraduate study, prior to entry **onto all university-validated programmes and the Professional Dancers' Teaching Diploma and the Professional Dancers' Postgraduate Teaching Certificate**. Details relating to this test can be obtained from the **British Council** in your own country. You should include a test report with your application, or indicate the date by which you will be completing the test. We also accept other English language proficiency tests. For further details please check our website.

3.2 Video applications:

3.2.1 Concessionary entry applications

Applicants without formal ballet or dance qualifications (Intermediate, Advanced Foundation, Advanced 1, Advanced 2, or an equivalent examination from a recognised dance teaching society) should provide a video/DVD to support their application. Details for the concessionary entry task can be found on the website: www.rad.org.uk/howtoapply

3.2.2 Video audition

If applicants are not able to attend an audition onsite in London, it may be possible to submit a video audition. Details for video auditions are usually provided in the audition invitation information.

3.3. The Faculty of Education considers all applicants primarily on merit and academic potential. However, it is essential for us to know the nature of any reasonable adjustments in advance so that we may advise an applicant on what facilities and arrangements may be available.

If you have a disability or medical condition which may affect your ability to study the programme for which you are applying, please let us know:

- The nature of your disability or medical condition and any implications this may have on your studies;
- If your situation requires support in your studies;
- Any individual arrangements you may require or that you have found helpful in the past.

If you have a disability or medical condition as stated above, you will be asked to supply **documented evidence** of this.

Application Guidelines for entry in 2016/17

A formal assessment of your disability, medical condition or specific learning difficulty by an appropriate professional is required before those needs can be incorporated into your educational provision from the Faculty of Education.

This may have been done fairly recently before coming to the RAD, in which case all that is needed is to provide the Faculty of Education with a copy of the paperwork.

If you are dyslexic and your assessment was completed before you were 16 years of age, you will need a further 'performance of attainment' assessment to qualify for reasonable adjustments for examination arrangements (all students) or the Disabled Students Allowance (DSA) for UK students.

Delay in formally reporting your circumstances may result in there being insufficient time to put any necessary reasonable adjustments for exam arrangements in place, particularly for programmes with examinations at the start of the programme of study.

The Faculty of Education will make a realistic assessment and advise on those exceptional situations where the level of support cannot be met.

4. Education (Secondary Education, Further & Higher Education, Dance & Dance Teaching Qualifications):

List the schools (dance and/or academic) you have attended since the age of 11.

List, as indicated, qualifications you have already achieved.

5. Qualifications currently being taken:

List the schools (dance and/or academic) you currently attend, if appropriate.

List, as indicated, qualifications that you are working towards or for which you have taken examinations, but do not yet know the results.

If you require more space, photocopy page 2 and continue on the photocopied sheet.

Please enclose evidence of your qualifications.

6. Practical teaching placement:

This section should only be completed if you are applying for the Certificate in Ballet Teaching Studies and have a suggested school where you could undertake your practical teaching placement.

7. Professional experience:

Please provide details of any work that you have completed, especially in relation to dancing or teaching.

8. Personal statement:

Use this section to provide any further information about yourself, for example:

- Explain why you wish to undertake the programme applied for;
- Give your career aspirations;
- Describe any important achievements;
- List any voluntary work or unpaid work experience that you may have had;
- Give some details about your interests and hobbies where appropriate to the programme you are applying to.

9. References:

It is your responsibility to ensure that the reference form is completed by your chosen referee and returned to you so that you can submit it together with your application form. Your reference should be completed by someone who is in a position to comment on your suitability for the programme of study for which you have applied. This may require comment on both your academic ability (if applicable for the programme of study applied for) and dance teaching potential (all programmes). If you cannot find one referee in a position to do this, please photocopy the reference form and supply two references. Please ensure that your referee(s) signs and dates the reference form.

Application Guidelines for entry in 2016/17

10. Returning your application form:

Please return applications for the Certificate in Ballet Teaching Studies outside the UK to the National Office in the country in which you wish to study. All other applications should be returned to the Lead Admissions Officer, Faculty of Education, Royal Academy of Dance, 36 Battersea Square, London, SW11 3RA, UK.

11. Conditions of entry:

Entry requirements for each programme differ. Offers of places may be made subject to fulfilment of certain conditions, which may include evidence of the ability to pay the tuition fees for the duration of the programme. Once registered for the programme you will be bound by the regulations of the Royal Academy of Dance and, if appropriate, the validating University.

12. Photographs for student cards:

If you require a library or student card, please submit a passport sized photograph by email, only when accepting the offer of a place on the programme.

Application closing dates

In order to ensure that your application is considered for entry in 2016/17, please observe the following submission dates:

Programme	Apply through	Apply by ¹
Master of Arts in Education (Dance Teaching) Postgraduate Diploma in Education (Dance Teaching) Postgraduate Certificate in Education (Dance Teaching)	Registry	30 April 2016
Master of Arts in Education (Dance Teaching) Access Route (part-time access route for PDPTC graduates)	Registry	30 September 2016
Postgraduate Certificate in Education: Dance Teaching with QTS	UCAS Teacher Training	See below ²
BA (Hons) Ballet Education	UCAS	15 January 2016
BA (Hons) Dance Education (full-time)	UCAS	15 January 2016
BA (Hons) Dance Education (part-time) Diploma of Higher Education: Dance Education Certificate of Higher Education: Dance Education	Registry	30 April 2016
BA (Hons) Dance Education (part-time Access Route for CBTS graduates)	Registry	30 September 2016
Professional Dancers' Postgraduate Teaching Certificate (Berlin or Sarasota)	Berlin: RAD National Office, Germany Sarasota: Registry, RAD UK	1 September 2016
Licentiate of the Royal Academy of Dance	Registry	15 January 2016 20 January 2017
Professional Dancers' Teaching Diploma	Registry	29 January 2016 27 January 2017
Diploma in Dance Teaching Studies	Registry	1 August 2016 ³
Certificate in Ballet Teaching Studies	UK students: Apply through Registry	1 August 2016 ³
	International students: Apply through National Office ⁴	1 August 2016 ³
Foundation Module	Registry	31 January 2016

¹ Each programme has a limited number of places and therefore early application is recommended.

² Places on the Postgraduate Certificate in Education: Dance Teaching with QTS are allocated on a first-come basis. You are advised to apply as early as possible to ensure your application is considered.

³ The deadline for submitting video/DVD applications is **1 June 2016**.

⁴ See www.rad.org.uk/about for RAD National Offices contact details.