

## Theatre production admissions procedure for entry 2019

- Please make sure you have read these notes prior to applying and retain for your reference.
- All eligible candidates who apply before the closing date will receive an interview.
- All candidates must be 18 by the start of the academic year for which they are interviewing.

### Applications

Application forms are available on the RADA website. These must be completed and submitted along with the application fee by 1 April 2019.

Send your application form to:

Admissions, RADA, 62-64 Gower Street, London WC1E 6ED

### For all technical courses

We will acknowledge receipt of your application as soon as the application fee (or application fee waiver) has been processed. We will then contact you to offer an interview date. While we always try to give plenty of notice, there may be occasions where we call to interview at short notice so please do ensure that you feel prepared for your interview, prior to submitting your application.

Although we hold interviews outside of London, you may be invited to visit RADA for a tour. Travel bursaries are available. Do note that, due to the volume of candidates we interview, we do not provide feedback – please refer to the RADA Admissions Policy for more information.

Candidates will be assessed in the following categories where applicable:

- Initial impression/presentation
- Understanding of subject
- Openness to learning – ability to receive and retain information
- Previous experience
- Ability to discuss and focus on questions
- Understanding of course/background research
- Understanding of profession/industry
- Level of maturity shown
- Standard of work brought to the interview
- Ability to contribute to course/suitability
- Standard of questionnaire and/or application form

### Interviews

These will take place from December 2018 and continue until May 2019. The interview panel consists of the Director

of Technical Training and/or the Production Manager and/or two other members of the technical admissions panel. For 2018-19 admissions, the panel will include a third year BA (Hons) in Technical Theatre and Stage Management student for the FdA course. Students will be able to participate in the process of interview and post-interview discussion. They will not be required to mark candidates, and will not determine the outcome of the interview and whether or not a candidate should be offered a place.

### Recall / second interview

In exceptional circumstances a candidate may be asked to return for a second interview. In such cases the same criteria for assessment will be used (as above) but the panel may well include alternative members of staff.

### Examples of work / portfolio:

- Candidates are encouraged to bring with them to interview examples of their work (eg props, artwork, costumes, lighting design plans, etc) and / or a portfolio showing similar. We much prefer to see the real thing but we understand a full stage set cannot be brought to interview. A good portfolio should display your process as well as your finished result.
- Examination of this during the interview may then form the basis for discussion and assessment.
- Please note the panel are always interested in evidence of process as well as the final result of any project or work.

### Foundation Degree in Technical Theatre and Stage Management interview procedure

Candidates will need to demonstrate their suitability for vocational training and to show that they have read and understood the information sent to all candidates concerning the course.

Candidates are asked to bring with them any work that may serve to support their application, as above.

Candidates will be asked to complete a brief questionnaire prior to interview. This is intended to ascertain the candidates:

- general level of understanding of the theatre industry
- level of understanding of technical theatre terminology and practices, awareness of industry working practices and the workload inherent in both the industry and this type of vocational training
- an appreciation of theatre history and knowledge of current productions

- openness to learning and ability to receive and retain information

The questionnaire is not a test but forms part of the panel's assessment of the candidate as well as providing a basis for conversation in the interview. Large font questionnaires are available on request and extra time for completing questionnaires can easily be accommodated.

It is the intention of all interview panels that each candidate will be afforded the same opportunity to demonstrate their skills and/or ability.

## BA (Hons) in Technical Theatre and Stage Management (progression year) interview procedure

Candidates will need to demonstrate their suitability for conservatoire vocational training and to show that they have read and understood the information sent to all candidates concerning the course.

Candidates are asked to bring with them any work that may serve to support their application.

We recommend that where possible you bring evidence of the processes you have used to complete work as well as the work itself – photographs, notes, sketches etc. Examination of such work and discussion arising from it may form part of the assessment.

It is the intention of all interview panels that each candidate will be afforded the same opportunity to demonstrate their skills and/or ability.

## Postgraduate Diploma in Theatre Costume interview procedure

Candidates will need to demonstrate their suitability for conservatoire vocational training and to show that they have read and understood the information sent to all candidates concerning the course. Candidates are asked to bring with them any work that may serve to support their application.

Candidates will be asked to complete a brief questionnaire prior to interview. This is intended to ascertain the candidates:

- general level of understanding of costume making
- level of understanding of costume making terminology and practices
- an appreciation of theatre history and knowledge of texts
- openness to learning and ability to receive and retain information

The questionnaire is not a test but forms part of the panel's assessment of the candidate as well as providing a basis

for conversation in the interview. Large font questionnaires are available on request and extra time for completing questionnaires can easily be accommodated.

It is the intention of all interview panels that each candidate will be afforded the same opportunity to demonstrate their skills and/or ability.

## Post-interview process

After interview a candidate will be sent one of the following:

- a) An offer letter - offering a place on the course for which they have applied.
- b) A holding letter - asking them to wait while other candidates are interviewed – which will be followed by either a), c) or d). Candidates are advised that a 'holding letter' can sometimes remain in process for several months until the final interviews have been undertaken. A holding letter means that no decision has yet been taken on the candidate and after each set of interviews the candidates on 'hold' are reviewed.
- c) An unsuccessful application letter - informing them that they have not gained a place on the course for which they have applied.
- d) A waiting list letter – this usually happens after all interviews have taken place for any programme and seeks to advise the candidate that they would be eligible for a place if another chosen candidate were to drop out before the enrolment date – i.e. the candidate is placed on a waiting list to allow for this eventuality.

Candidates are reminded that b) above does not indicate that they are not wanted on a course, but simply that the interview round is still in progress. As a matter of principle the Academy will not interview a candidate for whom there is not a place available.

Candidates are advised that during the interview period candidates may accept offers from any number of schools if they are lucky enough to receive them, but they should also endeavour to refine their choice to a single school as soon as possible. Taking up an offer and then changing it for another one when a later offer is made is an acceptable part of the process. However by the end of the process, and given that you can only actually go to one school, it is essential that you have informed all parties of your final choice.

## Additional Information

- The decision of the panel is final. If you are unhappy with the process, you may make a complaint under RADA's Admissions, Appeals & Complaints process (details are on the course pages of the website).
- You may apply only once per academic year.