

## Theatre production admissions procedure for entry 2020

- 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

You can apply online at [www.rada.ac.uk](http://www.rada.ac.uk). Your application must be completed and submitted by 22 February 2020 for London interviews. See the application form for regional interview deadlines.

### For all technical courses

We will acknowledge receipt of your application it 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 begin in January 2020 and we hope to have completed the process by the end of May however, this is dependent on the volume of applications. The interview panel consists of the Director of Technical Training and/or the Deputy Director of Technical Training and/or two other members of the technical admissions panel. For 2020-21 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.

### Skype interviews

We may, in exceptional circumstances, offer an interview via Skype to candidates who are not based in the UK. However, we do like to see physical examples of work which can prove difficult when interviewing in this way.

Some candidates may be invited to the Academy for a tour and/or second interview if their first interview was not at RADA.

### 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 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.

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.

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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.

## Guidance for Disabled Applicants

RADA welcomes applications from students with disabilities, including dyslexia, dyspraxia, and other Specific Learning Difficulties (SpLDs).

A high proportion of RADA students come with some form of impairment, mostly specific learning disabilities (SpLDs) such as dyslexia or dyspraxia or with mental health conditions. We have fewer students with physical or sensory impairments (although they are welcomed on our courses and we support students from all backgrounds) and an increasing number of students who we describe as 'neurodiverse' who are on the autistic spectrum or have ADHD.

Our admissions decisions are based on the audition/interview process alone.

### Accessibility

RADA's main training buildings in Gower/Malet Street and Chenies Street are fully accessible to those with limited mobility.

### Tell us about your disability

RADA is committed to admitting and supporting disabled students. Students are encouraged to declare a disability so that appropriate support can be put into place as soon as possible. The term 'disabled' includes people with a physical or sensory impairment such as limited mobility or hearing loss; a learning difficulty such as dyslexia or dyspraxia; or a mental health condition such as depression.

You are not required to include this information at this stage but we recommend that you do in order to give us time to prepare and arrange suitable support. It will also mean that we can provide appropriate arrangements during the admissions process eg adjustments to the audition/interview timings or extra time for a written task

During an audition/interview:

- A member of the admissions team will be on hand from your arrival at RADA and we understand that you might feel nervous.
- Please tell us if you would like to be seen first and we will try to accommodate this
- Do not worry. The panel will be aware of your particular circumstances if you have made them clear on your application.
- It's fine to ask the panel to repeat any question.
- Take your time.
- Remember that many students with disabilities and SpLDs have been to RADA before.

Do note that the BA in Acting, Foundation Course in Acting and MA Theatre Lab programmes are very physical. Most auditions will involve games or warmup exercises which are likely to include eye contact and/or physical contact and adjustments to this may not always be possible.

### How do we support disabled students?

RADA will make reasonable adjustments for all students who declare a disability and require reasonable adjustments to enable them to participate in the training.

RADA's support is currently jointly managed by the team in Student & Academic Services working with your Course Director. We will usually encourage students who disclose a disability to speak with their Course Director as they will be able to advise on adjustments and what would be most helpful in your learning. You can also talk to RADA's Counselling & Wellbeing Manager, if you are concerned about sharing this information in the first instance.

We encourage students to tell us about any condition or impairment that might affect their training, and that they should do so knowing that we will handle that sensitive information in accordance with data protection legislation.

Once we know about a particular condition or impairment, and if necessary, we will produce a 'Learning Agreement'. This outlines the adjustments that will be made, who needs to know about this and when it should be reviewed. This will be done with you, the student, and the agreement will only be shared with the people that you have agreed will have access to it.

### Disabled Students' Allowance (DSA)

If you are a UK student we advise that you make an application for Disabled Students' Allowance (DSA) through the Student Loans Company. More information can be found at [www.gov.uk/disabled-students-allowances-dsas](http://www.gov.uk/disabled-students-allowances-dsas). This can provide valuable financial assistance to help with the adjustments required for learning for example, particular software for learning support, or a one to one session with an experienced learning support practitioner. It can take several months from the point of application before full support is implemented, therefore the earlier you apply the better. RADA can help you apply for the DSA. Please note that students on the Foundation Course in Acting are not eligible for DSA.

You will need to provide evidence of your disability to be eligible for DSA and you can find out more at [www.gov.uk/disabled-students-allowances-dsas/eligibility](http://www.gov.uk/disabled-students-allowances-dsas/eligibility).

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Students from the Republic of Ireland may be entitled to funding via the Fund for Students with Disabilities (which is funded by the Irish Government). For further information about the fund, guidance on making an application and other financial support, please visit <https://hea.ie/funding-governance-performance/funding/student-finance/fund-for-students-with-disabilities/>.

Students who are not eligible for a UK Disabled Students' Allowance should, in the first instance, seek funding from their own country, funding body, sponsor or other source. However, RADA can offer some Study Skills support sessions and you should contact Student and Academic Services for more information.

**Support for students with specific learning difficulties**  
For students with specific learning difficulties, we have relationships with external specialists who can undertake a diagnostic assessment, should you not already have one in place. RADA will pay for the initial assessment and your Disabled Students' Allowance will cover the cost of other support. The Student Loans Company may ask you to make a contribution to costs if you would like certain kinds of support (for example, you prefer an Apple Mac to a PC), but your 1:1 Study Skills or mentoring support will be covered. You may also receive additional funding for printer supplies and photocopying and you should ensure that you keep receipts which you should submit to SLC at the end of the year for reimbursement.