

# **ART ACADEMY** LONDON

**Certificate Programme Handbook**  
Academic Year 2022/23

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## Note

Every effort is made to ensure that the information provided to students prior to starting at the Academy is accurate e.g. at Open Days, interviews, on the website and in our prospectus. We also make every effort to keep students up-to-date with relevant information throughout their studies.

We take all reasonable steps to provide the educational services described in our Prospectus. However, the content of individual courses and the curriculum for any given programme are under constant academic review and may change from time to time, with some elements being modified, discontinued or replaced. It is important to appreciate that we respond continually to student feedback to make improvements and these will include modifications to curriculum content.

# 1. Introduction

Welcome to Art Academy London's Certificate Programme: the Certificate Programme aims to develop your technical skills and potentially prepare you for further study. The bespoke programme features a comprehensive range of different modules in a variety of disciplines, enabling you to tailor your course to suit your interests and aptitudes.

This document sets out for you the key things you need to know about your Certificate Programme, including the programme structure, the key requirements of the course, how it is assessed and how it is taught. It should be read alongside the **Student Handbook** which tells you all you need to know about the organisation, staff and facilities here at the Academy to support you in your studies. The Academy's Certificate Programme is internally awarded.

You will be able to access additional information about the programme, and information more generally about the Academy, via our Virtual Learning Environment, Moodle, once you have been inducted in its use. This is where you will find up to date information about your modules, your tutors, your timetable and other aspects of the programme. You will also be able to access all the Academy's regulations and policies. If there is any further information you need, the Academy staff are here to help you. Please feel free to ask questions of any staff member at any time.

As we emerge from the pandemic, which has affected so many aspects of our lives over the past 18 months, I'd like to reassure you that Art Academy London remains committed to doing everything we can to keep everyone in our community safe. We will continue to review the arrangements we have had in place to protect people against the transmission of the virus, carefully following government guidance. We are asking all our students to work with us to help to keep themselves and other members of the community safe: we are sure you will want to cooperate with us on this.

At the time of writing, it looks likely that we can relax the social distancing arrangements we had in place last academic year; we will keep this under review. It is likely, however, that we will continue to ask students, tutors and members of staff to wear masks at the Academy for the foreseeable future; again, we will continue to review this over the course of the academic year. We will also continue to ask you to wash or sanitise your hands frequently, and to stay away if you have any symptoms of Covid 19, and to inform a staff member and leave the building immediately should you develop those symptoms whilst at the Academy. We will continue with the increased frequency and thoroughness of the Academy's cleaning regimes. If you have any questions relating to Covid 19 and the Academy's response to it, please do ask any member of staff. You can also find information on Moodle.

Our aim is to ensure you get the most from the time you spend with us, tailoring your course to suit your interests and aptitudes. Our staff and tutors are here to support, guide and challenge you, in order to help you to develop your artistic and academic skills to the very best of your ability.

We wish you every success during your studies with us.

Sue Spaul  
Director of Programmes

## 2. Academic calendar

Art Academy London runs three terms per academic year, the first two are ten weeks plus a reading week, but the third is eight weeks and runs straight through.

### 2022/23 Academic year

<b>Term 1 (2201)</b>	<b>Term 2 (2202)</b>	<b>Term 3 (2203)</b>
Term starts 19/09/22	Term starts 09/01/23	Term starts 17/04/23
Reading week 24/10/22	Reading week 13/02/23	No reading week
Term ends 02/12/22	Term ends 24/03/23	Term ends 09/06/23

Please note: No classes run on Bank Holidays.

### 3. Attendance

*The Academy expects the following of all students:*

- To attend all timetabled classes as required by the programme on which they are enrolled.
- To arrive on time for classes; late arrival causes disruption to other class members and is unfair to the tutor.
- To notify the Academic Team of any known lateness in the morning so it may be brought to the tutor's attention.
- To notify the Academic Team in advance of any absences so it may be brought to the tutor's attention.
- To independently make arrangements to catch up on any work missed during absence.
- To not book holidays during term-time.
- To give a week's prior notice to the Academic Team of any absence or lateness where extra-curricular arrangements unavoidably conflict with classes (acceptance of the validity of the request is at the discretion of the tutor).

The Academy's expectation is that you should attend 100% of your timetabled hours and arrive punctually at the beginning at each session. Attendance is monitored on a regular basis and if your attendance falls below 90% it will be subject to a review process which could lead to sanctions being applied. The Academy sets a minimum benchmark for attendance expectations. You must have an overall attendance record of at least 80% in order to successfully complete your programme; however it should be noted that personal and unavoidable circumstances will always be taken into consideration.

Electronic registers are taken at the start of each day and again after lunch. You must also be present for 80% of each individual class to be regarded as having attended that class: e.g. if you arrive after the morning break for a whole day class you will be marked as absent. Likewise if you arrive on time but leave at the afternoon break.

If you are having difficulties attending classes because of personal, financial or academic problems please talk at an early stage to the relevant staff - Academic Programme Manager or your Programme/Pathway Leader.

*A poor attendance or punctuality record could result in the following:*

- Bursary payments being withheld.
- The Academy informing any relevant funding body who may then withdraw the student's funding.
- Possible action under the Academy's Disciplinary Policy and Procedures which identifies unauthorised absenteeism or poor punctuality as misconduct and as such is subject to disciplinary procedures.
- The student's registration on the programme may be terminated.

Please contact the Academic Programme Manager or the Academic Administrator regarding any attendance issues on the number provided below under Staff, Academic Team.

*Further details can be found in the [Attendance policy](#)*

### 4. Staff

#### Key Academic Staff

Lynne Abrahamson      Certificate Programme Leader  
SEND Coordinator

[lynne@artacademy.org.uk](mailto:lynne@artacademy.org.uk)

All the teaching staff at the Academy are practising artists, and therefore don't work full time. Lynne is usually in at least two days per week.

You will be taught by a number of tutors in your Elective Skills Workshop Courses who may only be in for their teaching days - one day a term for one or more terms over the year. Should you need to contact these tutors, the academic team can contact them on your behalf (see below).

## Academic team

Sue Spaul	Director of Programmes	<a href="mailto:sue@artacademy.org.uk">sue@artacademy.org.uk</a>
Rebecca Kunzi	Academic Programme Manager	<a href="mailto:rebecca@artacademy.org.uk">rebecca@artacademy.org.uk</a>
Aimee Briggshaw	Academic Administrator	<a href="mailto:aimee@artacademy.org.uk">aimee@artacademy.org.uk</a>
	Admissions Administrator	<a href="mailto:admissions@artacademy.org.uk">admissions@artacademy.org.uk</a>
Tomas Chandler	General Administrator	<a href="mailto:tomas@artacademy.org.uk">tomas@artacademy.org.uk</a>

The Director of Programmes, Sue Spaul, works part time and the days she is in the Academy may vary from week to week. Sue has overall responsibility for academic affairs at the Academy and heads the team of Programme/ Department/ Pathway Leaders. She also has overall responsibility for student welfare. She can also generally be contacted by email (or phone via the office) on the days she's not in. Sue deputises for the Principal as necessary.

The Academic Team is responsible for the day-to-day organisation and running of all academic programmes. Most members of this team are full time and can be found in the main office (both during term time and during most holiday periods). The Academic Programme Manager works closely with Sue, the Programme/Department/ Pathway Leaders and Tutors to ensure the smooth running of your programme, that all students are happy, safe and making progress in their studies. The Admissions Administrator looks after the admissions process, working with the Director of Academic Quality, Standards and Student Experience.

Members of the Academic Team are available to speak to students at any time during office hours (9am-5pm), when they can also be contacted on **020 7407 6969**.

## 5. Programme overview

The Certificate programme has pathways in drawing, sculpture, printmaking and fine art (for those who want to explore multiple disciplines). It is a predominantly practice-based programme for students with limited time who wish to pursue their artistic practice seriously, though the course on its own is not sufficient to prepare a student to become a professional artist.

The Certificate programme is made up of six modules referred to as Elective Skills Workshop courses, each of one day a week for the duration of the term. The ESWCs are common to all the academic programmes at the Academy. Most are available to all levels of student,

It provides not only a solid grounding in the technical aspects of each discipline but also ample scope for creative expression and development. Students choose their own individually tailored programme of elective skills workshop courses from a range available each term and can either specialise in one discipline or study multiple disciplines. Days of attendance will vary from term to term, depending on what students choose.

## 6. Pathways

Students can specialise in a discipline or take a multi-discipline approach (drawing, painting, 3D and sculpture, printmaking and digital media), tailoring an individual programme of study from the available specialist skills courses.

## 7. Tutorials

You will have a tutorial each term with the Certificate Programme Leader, Lynne Abrahamson. Tutorials are 30 minutes one-to-one and provide you with the opportunity to discuss your individual practice, goals and educational development and progression, academic and administrative issues and general wellbeing. Tutorials are available in person or via Zoom.

Tutorials have a wide and open brief. They are generally the only time that you can have a tutor survey your whole artwork production across the board and this can also include any pre-certificate work and extracurricular artistic

activity. A tutorial is the main opportunity for focused, one-on-one feedback and you should feel free to bring any art-related issue to the table. The tutor should also feel free to respond in any way they see fit, provided of course that it is in the best interests of the student's development and will provide clarity rather than confusion.

You should be properly prepared for tutorials and should show as much work as you can. It is advisable to let the tutor decide what is relevant as students often dismiss work which has the most potential. You should consider where you most want help and give the tutor as much detail as possible.

## **8. Programme Assessment**

As the Certificate programme is primarily intended to allow students to develop skills, there is no formal, summative assessment. The Certificate is not graded or classified. However, eighty percent of the programme must be completed in order for the Certificate to be awarded. If a student fails a course based on attendance alone, the student may continue in the Certificate programme and may, at the tutor's discretion, be credited for work done outside the Academy in lieu of a failed skills course. If not, they would need to pay to repeat the skills course in a subsequent term.

Formative assessment is central to the teaching and learning strategy at the Academy and you will be provided with continuous formative assessment through active learning opportunities such as one-to-one and group critique sessions. This enables you to analyse your own progress and take control of your learning in order to maximise strengths and address weaknesses. Formative feedback is provided verbally and not recorded.

## **9. Graduate Show**

All graduating Certificate students are able to participate in the Academy's annual graduate exhibition. Students are able to sell work through the graduate show (subject to a 20% commission). The Certificate graduation ceremony is held on the private view evening of the graduate show.

You will also have the opportunity to have a tutorial once you have hung your show to discuss your exhibit and possible progression options.

All current students are expected to assist in preparing the Academy's buildings for the graduate shows. Students will be assigned rostered duties under the supervision of the operations team and/ or a graduating student.

All participating students are expected to invigilate during the public opening of the exhibition.