

Welcome to the Royal Birmingham Conservatoire Acting - BA (Hons) Acting Programme

Dear student,

I am delighted to welcome you to the Royal Birmingham Conservatoire. We're looking forward to welcoming you and helping you to settle into the University, into your Programme and your new environment.

Everyone is always a bit nervous about starting university, this is a good sign, and it means you're keen to do well and make the most of this exciting opportunity. We're all very friendly, and you'll soon settle in very quickly. Remember, everyone is in the same boat!

Your personal tutor is a key person to get to know in the first few weeks, they can help with any queries, worries or concerns.

Please take the time to read the information below as it will help you settle in to the University more efficiently. Further information can be found on our welcome pages, including activities during Welcome Week at www.bcu.ac.uk/student-info/welcome-week.

Finally I'd like to wish you the best of luck for the start of your course. You are now a part of the Royal Birmingham Conservatoire and Birmingham City University academic community, and we look forward to working in partnership with you to help you succeed.

With best wishes,

Professor Stephen Simms

Vice Principal – Acting
Royal Birmingham Conservatoire

Your first day with us

Your programme is based at the University's City Centre Campus. To find out more about facilities, latest developments and accessibility at your campus, along with maps, travel directions and car parking arrangements, visit www.bcu.ac.uk/about-us/maps-and-campuses/city-centre-campus.

Your first day will begin with the following welcome session:

Date: Monday 17th September 2018
Time: 10:00 am
Location: The Bradshaw Hall, Main Conservatoire Building
City Centre Campus
Jennens Street
B4 7XR

It is important that you attend this welcome session to receive essential information about studying at the University.

Student Essentials

Welcome Week Timetable: week commencing 7th September 2018

Please find below a copy of the induction timetable for your first week with us.

| BA (Hons) ACTING | | | |
|--|----------------------------|--------------|---|
| Event | Date | Time | Location |
| Assembly & Welcome Principal and Vice Principals | Monday 17 th | 10.00-11.00 | The Bradshaw Hall, Main Conservatoire Building |
| Introduction to the Student Union | Monday 17 th | 13.30-14.00 | The Bradshaw Hall, Main Conservatoire Building |
| Meeting with Course Director – Danièle Sanderson | Monday 17 th | 14.00-16.00 | Patricia Yardley Studio, Acting Premises |
| Introduction to Acting Theory & Context Module (4030) | Monday 17 th | 16.30-17.00 | Patricia Yardley Studio, Acting Premises |
| Welcome Event For All Students | Monday 17 th | 17.00-18.00 | Main Conservatoire Building (Recital Hall) |
| Introduction to Heath Support | Tuesday 18 th | 11.00-12.00 | Patricia Yardley Studio |
| (Acting) Staff Welcome | Tuesday 18 th | 14.00-.15.00 | Patricia Yardley Studio |
| Health Talk | Tuesday 18 th | 11.00-12.00 | Patricia Yardley Studio |
| Meet the Course Reps | Tuesday 18 th | 16.30-17.30 | Studio 7 |
| Faculty (Arts, Media and Design) Welcome | Wednesday 19 th | 9.45-11.30 | Birmingham Hippodrome Theatre Hurst St, Southside, B5 4TB |
| Introduction to Voice Module (4007) with Simon Ratcliffe | Wednesday 19 th | 13.00-13.30 | Studio 9 |
| Group C - Meeting Personal Tutors Simon Ratcliffe | Wednesday 19 th | 14.30-15.00 | Studio 9 |
| Group A -Meeting Personal Tutor Louise Papillon | Wednesday 19 th | 15.00-15.30 | Studio 9 |
| Group B – Meeting Personal Tutor Gareth Somers | Wednesday 19 th | 15.30-16.00 | Studio 9 |

| | | | |
|--|---|-------------|----------------------|
| Introduction to Physical Skills Module (4010) Groups A & B | Wednesday 19 th | 14.00-15.00 | Studio 8 |
| Introduction to Physical Skills Module (4010) Groups C & D | Wednesday 19 th | 15.00-16.00 | Studio 8 |
| Group D - Meeting Personal Tutor Polly Hudson | Wednesday 19 th | 16.00-16.30 | Studio 9 |
| Introduction to Year 1 Singing Module (ACT4006) with rob Miles | Thursday 20 th | 9.30-10.00 | Studio 10 |
| Induction to Acting Module (4011) Groups A & B | Thursday 20 th | 10.30-12.00 | Studio 8 |
| Singing Diagnostics Groups C & D | Thursday 20 th | 10.30-12.00 | Studio 10 |
| Introduction to Acting Groups C & D Module (ACT4011) | Thursday 20 th | 12.00-13.30 | Studio 8 |
| Singing Diagnostics Groups A & B with Singing team | Thursday 20 th | 12.00-13.30 | Studio 10 |
| CICT Induction for Groups A & B | Thursday 20 th | 12.15-1.00 | |
| Acting Diagnostics with Acting team | Thursday 20 th | 14.00-17.00 | Studio 8 |
| Library Induction "Walk and Talk Tour of Curzon" Groups A & B with Beth Delwiche | Friday 21 st | 9.00-10.00 | Curzon Library |
| Library Induction "Walk and Talk Tour of Curzon" Groups C & D with Beth Delwiche | Friday 22 nd S September 2017 | 10.00-11.00 | Curzon Library |
| SiSO Introduction with Michael Palmer | Friday 21 st | 14.00-14.30 | C087 Curzon Building |
| Introduction to Student Union with Deborah Doyle | Friday 21 st | 14.30-15.00 | C087 Curzon Building |

You will be able to access your main timetable during Induction Week on the homepage of iCity (icity.bcu.ac.uk). To get a longer-term view of your timetable, choose 'Your Timetable' from the top left menu.

iCity is the University's web portal for staff and students. You can use it to access news, information and services. You can also access your timetable from the iBCU app, available

on Apple iOS, Android and Windows. Search your app store for 'iBCU' and log in using the same details as above.

You can log in using the username and password stated in your online enrolment invitation email.

Programme Handbook

Your Programme Handbook contains detailed information including fees, placements and the content of your programme. You will be given a hard copy of your Handbook during your induction and links to access this electronically.

Administration Office

Administration Office is located in **Millennium Point Level 2, City Centre Campus**. The Administration Team is available from 08:00 – 18:00 Monday to Friday.

Your University ID card

Remember to keep your University ID card with you at all times as you will need it to access all campuses and libraries, as well as using printers on campus. Using your ID card also helps us to record your attendance at teaching sessions, making sure you get the best out of your studies.

Your University email address

Your University e-mail address will be used for **ALL** communications. Remember to check your e-mail account regularly to ensure that you don't miss important updates and information about your studies. You can even [link it to your smartphone](#).

Rules and regulations

One of your responsibilities as a student at Birmingham City University is to follow the [rules and regulations](#), which apply, to all students. It's really important that you're aware of these, so we've picked out some of the key areas to help you: www.bcu.ac.uk/about-us/corporate-information/policies-and-procedures/rules-and-regulations

Key University Services

There's a lot to get your head around in your first few weeks at university, but don't worry - help is at hand. We have a number of services at the University to help you get started, find answers to questions and receive general advice and support.

More information: [icity.bcu.ac.uk/marketing/Student-Essentials](http://city.bcu.ac.uk/marketing/Student-Essentials)

Finally...

Please see the appendices below for additional information that is key to your programme. We very much hope you enjoy your time with us at the University! For more information on what you can get involved in when you get here, visit www.bcu.ac.uk/student-info/welcome-week

APPENDICES

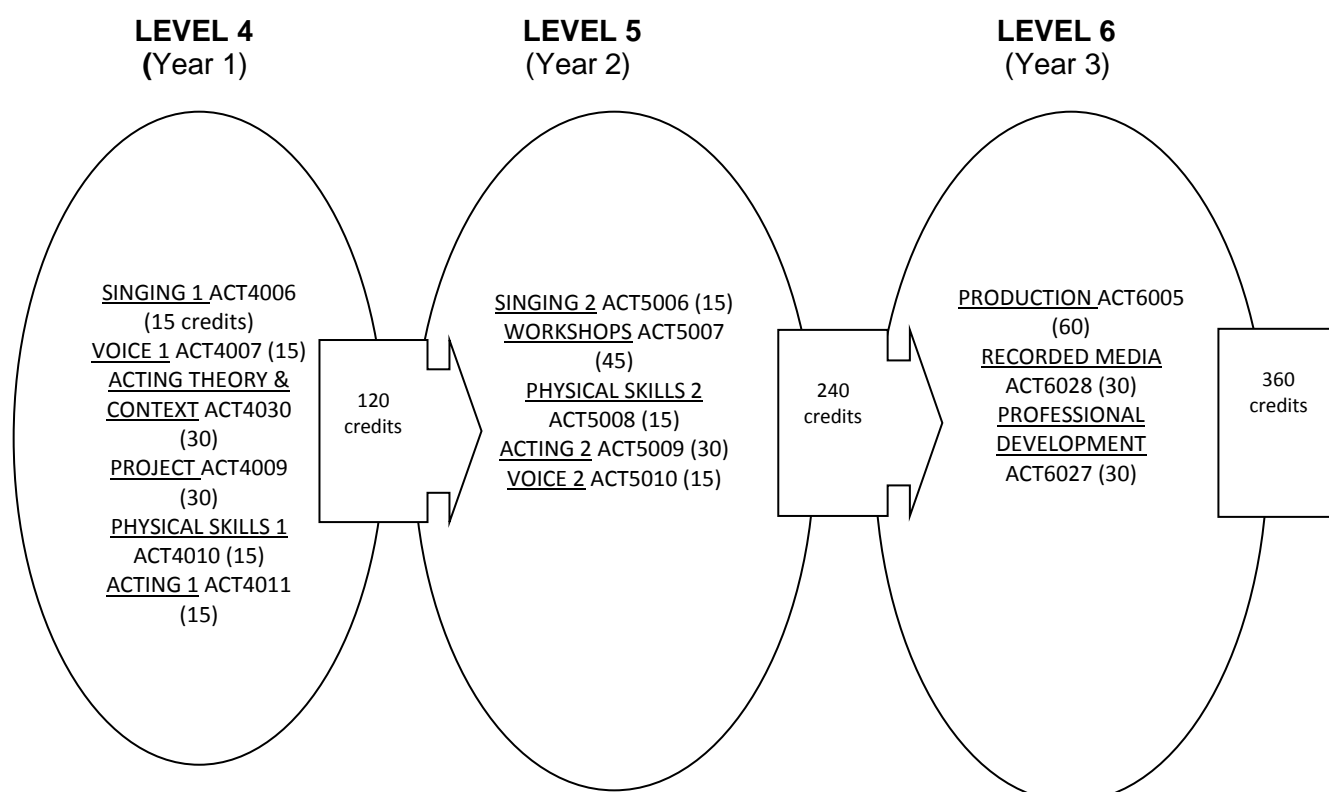
- 1 – Key Programme Information – modules
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Appendix 1 – Key Programme Information - Modules

Diagram of course structure

There are no placements attached to this course.

Below is a table outlining the modules you will study at each stage and the academic credit ratings that are attached to them:



Appendix 2 – Key Programme Information - Term dates

Autumn Term 2017

| | |
|--------------------------|--|
| Fresher's Week/Induction | Monday 17 th September 2018 |
| Course starts | 24 th September 2018 |
| Reading week | w/c 29 th October 2018 |
| Term Finishes | 14 th December 2018 |

Spring Term 2018

| | |
|--------|------------------------------|
| Start | 7 th January 2019 |
| Finish | 22 nd March 2019 |

Summer Term 2018

| | |
|--------|-----------------------------|
| Start | 22 nd April 2019 |
| Finish | 21 st June 2019 |

Please ensure that you do not book holidays on or near finish/start dates of terms, without first checking with your Course Director, as some dates may change.

Royal Birmingham Conservatoire - Acting operates a strict attendance policy that prohibits taking holiday or other commitments during term time.

Any absences must be reported directly with Programme Tutors ensuring that the Course Directors are copied in via email, a list of all the tutors email address can be found on the Acting iCity page.

Appendix 3 – Key Programme Information – Reading lists and essential learning resources

Reading lists

These are books and DVD's which we consider will be most helpful to you in your studies. Although you may like to have your own copies to refer to throughout your training and career, it is not a requirement of the course that you purchase them; they are available from our libraries and you should be able to obtain them through your own local library.

You may find it useful to read some of the indicative reading books before commencing your Programme, as they will give you a head start into appreciating the work you will tackle in your first year.

Special notice

We are very pleased to be able to offer you a welcoming gift a copy of TWO of your key Year One texts:

- **Hagen, U (1973) *Respect for Acting*. New York: John Wiley & Sons**
- **Caldarone, Marina; Lloyd-Williams, Maggie - *Actions: The Actors Thesaurus* – Nick Hern Books (2004)**

These books will be handed out to you during induction week.

Year One - Key Texts

Module – (ACT4006) SINGING 1

- Kayes, G (2004) *Singing and the Actor* A & C Black

Module – (ACT4007) VOICE 1

- Berry, C (2000) *Voice and the Actor*. London: Virgin
- Housman, B (2002) *Finding Your Voice*. Nick Hern

Module – (ACT4008) ACTING THEORY

- Hartnoll, P (1998) *The Theatre, A Concise History*. London: Thames & Hudson
- Wickham, G (1992) *A History of Theatre 2nd ed*. London: Phaidon
- Peacock, J (2006) *Costume 1066 to the present: A Complete Guide to English Costume and Design*. London: Thames & Hudson
- Styan, J L (1996) *The English Stage*. Cambridge: Cambridge U.P.
- Zarrilli P.B. (2006) *Theatre Histories: An Introduction*. London: Routledge
- Various scripts from library stock

Module – (ACT4009) PROJECT

- Brook, Peter (2008) *The Empty Space*. London: Penguin
- Berry C. (2000) *The Actor and His Text*. London. Virgin

Module – (ACT4010) PHYSICAL SKILLS 1

- Feldenkrais, M (1990) *Awareness through Movement*. London: Penguin Arkana
- Todd, Mabel E (1997) *The Thinking Body*. London: Dance Books

- Dennis, A (1995) *The Articulate Body*. New York: Drama Book Publishers

Module – (ACT4011) ACTING 1

- Benedetti, J. (1998) *Stanislavski and the Actor*. London: Methuen
- Bruehl, B. (1996) *The Technique of Inner Action*. Oxford: Heinemann.
- Stanislavski, K. (2004) *An Actor's Handbook*. London: Routledge
- Benedetti, J (2008) *The Art of the Actor – The Essential History of Acting from Classical Times to the Present Day*. London: Methuen
- Stanislavski, K. Benedetti, J (2009) *An Actor's Work on a Role*. London: Routledge
- McEvoy, S (2006) *Shakespeare: The Basics*. London: Routledge

Learning resources

Equipment

You should acquire or have access to the following items – the notebook and pens should be brought with you on your first day:

- Thesaurus
 - Concise Oxford Dictionary
 - Complete Shakespeare 2nd Edition (Edited Stanley Wells, Clarendon Press, Oxford) paperback is acceptable
 - Notebook (you will be expected to take and keep notes)
 - Ring binder/wallet file (to keep hand-outs safe)
 - Pens/pencils/pencil sharpener/rubber
-
- If you find it useful, an electronic device with voice recorder (e.g. MP3 player)

There will be some required make-up needed later on in your programme. Details will be supplied at the due time.

Clothing

All students are required to dress appropriately for all classes and rehearsals. Clothing should be **black** (neutral) for all classes. It should be practical and comfortable, with no low neck-lines. Trousers should cover underwear and the abdomen appropriately. You will also be expected to change from external to internal footwear before entering the studios. Remember, this is a working environment.

If you have any movement clothes that you think may be suitable, do not buy anything new until you commence your programme.

Essential male and female clothing:

Minimum of 3 sets of black clothing:

- Long & short sleeved black tops that are suitable for movement (t-shirts or jumpers)
- Black tracksuit trousers
- Close fitting lycra /sports-wear or leotards, footless tights or leggings
- Pair of trainers (to be worn in stage combat/body conditioning classes)
- Toiletries and towel for showering

Optional male & female:

- Large sports bag
- Tap or jazz shoes (*only if you already have these*)

Additional essential female clothing:

Practice skirt (*Full-length circular wrap-over skirt to floor level (to be made from any dark rich, plain coloured material, preferably heavy wool or similar - please see pattern on next page).*)

White long sleeved blouse/shirt

Pair of black shoes with leather ankle bar (*please see following picture*)

Optional female clothing:

Corset

It would be desirable for girls to have a black dress for movement classes, either sleeved or sleeveless; with easy flowing skirt to mid-thigh (for presentations).

Additional essential male clothing:

White long sleeve shirt

Formal, waisted, black trousers (**NOT** hipsters)

Pair of formal gentleman's black shoes (hard soled **NOT** rubber - *see picture example*)

Compulsory: Dance belt or jock strap - **must be worn in all movement sessions.**

Male clothing – Optional

Waistcoat - desirable but not essential

Formal jacket preferably black but grey/blue is fine

The Birmingham Conservatoire Acting operates a strict dress code which includes:

- the removal of all body piercings and jewellery before classes
- the removal of heavy make-up

- inappropriate clothing such as jeans, scarves, hats and belts must not be worn in classes.

Clothing should have your name clearly marked and be kept clean and well maintained. Should you be required to wear a wedding ring in production, it is your responsibility to purchase this. It can be obtained from 'the Costume Shop', at a cost of approximately £2. Not having the correct clothing or your equipment, for the start of term, may seriously impede your learning in certain classes. If you have more than one strenuous/physical class in the day, you will need to shower and change your clothing. Shower facilities are available within the Acting premises.

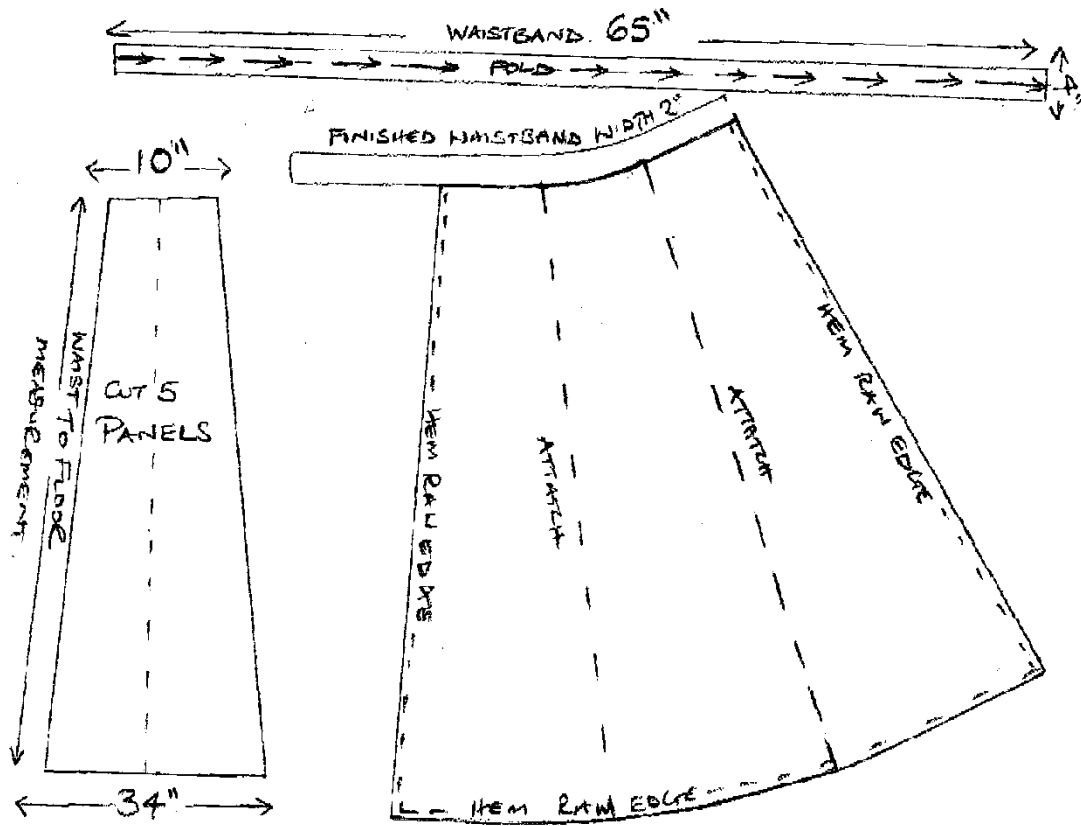
Wrap-Over Skirt Pattern (Medium)

This should be made up in a medium weight fabric such as poly/cotton/wool mix, in a dark colour, preferably black.

Cut out 5 panel pieces. Sew together, with a 1cm/ ½ inch seam allowance, to form a curved flat piece (4 seams). Hem the 2 side edges. Cut out the waistband. This should be long enough to go round your waist twice and tie. Attach to the waist edge of the skirt with all raw edges inside, leaving a 'tail' at each end for tying. Hem the bottom edge of the skirt so that it is just below ankle length, without brushing the floor. If a larger or smaller size is required the measurements may be reduced or added to (per panel) by 2-5 centimetres (1-2 inches). i.e. medium (as above) = 50" at waist (approximately 2 panels should overlap)

Smaller 8" x 5 = 40"

Larger 12" x 5 = 60"



Example of style of female shoe required - Capezio Manhattan



Example of style of male shoe required – Clarks 'Oxford'



Appendix 4 - Course Disclaimer

Copy for information: YOU WILL BE ASKED TO SIGN A COPY OF THIS DOCUMENT ON THE DAY OF COURSE REGISTRATION

I understand and agree to the following:

- Students must accept they will be 'play as cast' (i.e. have no approval rights regarding casting decisions)
- Students do not have script approval
- Students must accept that they cannot be guaranteed a lead role in any project/workshop or production
- Students must accept that all classes and rehearsals are considered calls, and are therefore mandatory and subject to the Royal Birmingham Conservatoire Acting attendance policy.
- Students understand and accept that punctuality is a required course commitment aimed at preparing you for an industry that does not tolerate lateness. Students will therefore be expected to be on time for all classes and rehearsals.
- Students do not have approval of tutors or directors to which they are assigned
- Students must be aware that Royal Birmingham Conservatoire Acting reserves the right to choose plays from the history of world drama which may be seen as controversial or challenging, or which may confront issues of politics, religion, and sexuality
- An open-minded, un-prejudiced, uninhibited freedom of approach is expected from all students
- Students must not knowingly put themselves in a position where they can be injured during their training, i.e. extreme sporting activities. Students who are injured this way must accept that this may affect their ability to participate in their training, complete assessments and may also affect their potential casting in public shows
- Students must be aware of the fact that many plays for stage and screen require characters to smoke. However, it is the policy of Birmingham Conservatoire Acting not to force any student to smoke in performance against their will, even if the script states that the character smokes. Please note, if your character does smoke in performance, you are not allowed to smoke in rehearsal, as this is against the law.
- RBC aims to foster a friendly but professional working environment where the work and those working are afforded all respect at all times. Any physical or verbal disrespect to students or staff is not tolerated.

I have read and accept the above information.

Signed: _____
Print Name: _____
Date: _____

Appendix 5 - School Who's Who

A full list of School staff will be provided for you in your Programme Guide (Student Handbook) which you will receive as part of your induction. In the meantime, below are some of the key people you can contact if you have any queries before the start of your course:

| Name | Job role | Contact number and email |
|-------------------------|--|---|
| Professor Stephen Simms | Vice Principal (Acting) | 0121 331 7223 Stephen.simms@bcu.ac.uk |
| Danièle Sanderson | Head of Undergraduate Studies & Course Director – BA (Hons) Acting | 0121 331 7224 Daniele.sanderson@bcu.ac.uk |
| Jamie Suttle | Operations Mgr | 0121 331 5209. Jamie.Suttle@bcu.ac.uk |
| Tim Francis | Administrative Team leader | 0121 331 6901. Tim.Francis@bcu.ac.uk |
| For queries relating to | your academic study | please contact the Course Administration team below |
| Angela McCabe (PT) | Course Administrator | 0121 331 6901 ConservatoireCourseAdmin@bcu.ac.uk |
| Anjuli Teece (PT) | Course Administrator | 0121 331 6901 ConservatoireCourseAdmin@bcu.ac.uk |
| Christopher King | Course Administrator | 0121 331 6900 ConservatoireCourseAdmin@bcu.ac.uk |
| Edward Swales | Course Administrator | 0121 331 7562 ConservatoireCourseAdmin@bcu.ac.uk |
| Francesca Handley | Reception | 0121 331 5901 |

For general queries not related to your academic course please contact the administration reception using the below contacts:

MP Administration Reception Desk: 0121 331 5901

Conservatoire@bcu.ac.uk

Appendix 6 - Attendance Monitoring

During your time with us your attendance in classes will be monitored. You will receive an ID card at the on-campus enrolment session; please keep this with you **at all times**, as you will need it to enter University buildings and you will be asked to swipe your card to record your attendance at teaching sessions. We want to make sure that you get the best out of your studies and monitoring your attendance will help us to see whether you may need additional support and guidance at times.

To reflect the strict attitude of the industry towards lateness and absenteeism, Royal Birmingham Conservatoire Acting demands a professional attitude to time keeping and attendance at all times on the programme. The marking system for all modules takes account of the need to have a professional commitment to the ensemble nature of the activities which make up the modules and recognises that absences for whatever reason will affect the quality of a students' work and are likely to impact negatively on the work of other students. As all modules are compulsory there are no classes/rehearsals which are optional. Lateness or absence or non-engagement will affect your module marks and you will fail if your attendance is poor. All students are required to 'engage' with the learning taking place in classes and rehearsals. Being passive or a 'passenger' in classes or rehearsals can impact negatively on the learning experience of both the group and the individual and as such is not indicative of professional practice. Non-engagement can include: not fully participating in exercises, discussions or presentation of prepared work in a class or rehearsal as and when required. Persistent non-engagement in a class or rehearsals may impact negatively on your work and may lead to a fail mark. All classes and rehearsals are included in the 'process' element of all assessments.

Appendix 7 –Welcome letter

Welcome letter from the Student Experience Committee

Dear Student,

Welcome to Royal Birmingham Conservatoire!



Firstly, congratulations on receiving a place as a student at Royal Birmingham Conservatoire. We hope you are excited for your studies and what will likely be the most challenging, fun and above all rewarding vocational training in your career. Between now and September you will receive further details about the requirements for your programme and additional information to assist in making your time at Royal Birmingham Conservatoire the most rewarding it can be.

Each year, students elect a student committee who work in connection with the BCU Student Union to represent pupils and act as a connection to the wider university network. The committee also carries out other tasks including accommodation support and, of course, social events starting with BCU Fresher's week 2018 and our famous house party event that happens every year "FAFFY" (Find a Friendly First Year), which is hosted by a second or third year student in one of the student houses. More details about the school specific events will be posted on the school Facebook group at the start of the term.

Birmingham City University Student Union & Welcome Week 2018

Being part of Birmingham City University, we are fortunate enough to receive the same benefits that all the other university students do including NUS student ID cards as well as benefiting from a range of facilities the student union have including access to the 24-hour library at the Curzon building which has a wide range of study books for your programme, ASK desk (second floor in The Curzon Building) which can provide you with a range of support including finance, applying for jobs and much more.

The student union have been working hard to ensure Welcome Week is the best it can possibly be this year, hosting both daytime and evening events as part of Welcome Week 2018. Attending these events gives you the opportunity to meet fellow students from your course as well meeting different people from different courses in the university as well as giving you the chance to have some fun before the hard work begins. You can find full details and information about welcome week by visiting the BCUSU website <https://www.bcusu.com/welcome-week/2018/>. We will also aim to post these events on the Facebook page.

If you have any concerns relating to Welcome Week, please do not hesitate to contact the myself or Student Experience Committee or BCUSU.

BCUSU Student Homes

Conservatoire students have a number of accommodation options in their first year of study within BCU's halls of residence, however for students returning for their second or third year of study will look to the private rental sector for their next home. This is because the halls of residence are only available for 1st year students.

For this reason, Birmingham City Students' Union provides an accommodation service to help you find decent, affordable and safe housing with private accommodation providers and landlords.

Most students will begin their 2018/19 search for accommodation as early as November this year, so when you're ready to start your own search be sure to check the Student Homes website at www.bcusu.com/homes or call into their office on the ground floor of the Curzon Building. Alternatively, you can email your enquiry to student.homes@bcu.ac.uk.

If you live within 10 miles of the Conservatoire you may find that you are not eligible for BCU's halls of residence, but don't worry, Student Homes can still help find private housing for you if you would still like to have the 'student experience' of living away from home.

Social Networking- Facebook

It is advisable if you don't already have Facebook to get yourself connected, even if you only use it for university purposes, as this is the primary way that myself and the rest of the student experience committee will get in contact with you, and on most courses, they create an individual course group with their tutors so they can keep you updated and post any relevant opportunities.

Each year, a group is created for incoming students to get to know each other, ask questions and socialise before classes start in September. The group is open to any incoming student and all current students at Royal Birmingham Conservatoire Acting, so there are plenty of people to get advice from and chat to before you start! You may wish, once you know who is on your programme from the Facebook group, to set up a group for your own course/year. I have put the link for the group below. Please use this to meet new people, ask questions and find out more about the drama school adventure you will soon be beginning. We will also be posting notices with regards to Fresher's and other social events here: <https://www.facebook.com/groups/1516894634996566/>

Meet Your Student Experience Committee 2018/19

Student President: Lucy Gosden (3rd Year Stage Management).

Vice President: Bethany Hardman (3rd year SM)

Treasurer: Lewis Mackenzie (3rd year Acting)

Head of Events: Bobbie Calnan (3rd year SM)

Events Team: Alex Chapman (2nd year SM), Ruth Page (3rd year Acting), Fran Amanda (2nd year SM)

Secretary: Emily Davies (3rd year SM)

Any of the committee members can be contacted if you wish to do so via our email conservatoiresec@gmail.com

School Rep's

The School Reps are selected by interview from Birmingham City University's Student Union (BCUSU) and are there to represent the whole of Birmingham Conservatoire, but there are also course reps to represent BA Acting within Birmingham City University. They are;

The Course Rep for 2018-2019 are:

Bobbi Blaza (year 1) (Roberta.blaza@mail.bcu.ac.uk)

Rory Dulku (year 2) (Rory.Dulku@mail.bcu.ac.uk)

Jonathan Warr (year 1) (Jonathan.Warr@mail.bcu.ac.uk)

Student Academic Leaders

You and your course are also supported by Student Academic Leaders (SALs) who are members of your class and communicate on your behalf with the Course Director, School Academic Board and with various other University Committees. SALs for each course will be nominated in October/November.

Manpower

Manpower have teamed up with Birmingham City University to offer you the unique ability to work for OpportUNlty, the Student Jobs on Campus Scheme - this will enable you to gain valuable, paid work experience whilst you study!

We will help you to build, refine and develop your skills, knowledge and experience whilst undertaking short-term work placements at the University. Then by the time you graduate from the University, we want you to have successfully achieved an academic qualification in

addition to core employability skills. Your paid work experience will also contribute towards your CV and make you more attractive to future employers.

The key benefits of working for Manpower at Birmingham City University are:

- Paid work experience
- You develop employability skills and learn how to articulate them to future employers
- You get to work on campus
- You work hours that fit around your studies
- You gain experience of recruitment and selection processes and receive feedback at every stage of the process to help you improve in areas you may need additional support (e.g. CV writing, interview techniques and so on)
- Your experiences will help shape the university and the way it works.



How to register:

If you are successful in securing a role at the University you will need to register with Manpower before starting the work. The good thing is that you only have to register once for all roles! Manpower are based on site in the Curzon Building, City Centre Campus and you will need to make an appointment with us either via email or phone so we can book you a time slot. On booking your appointment, we will advise you of what documentation you will need to provide. Please note you will always be asked to provide your proof of right to work – this will be for example; Passport or A4 Birth Certificate along with proof of National Insurance (if you have an NI number). Alternatively, for none EU students you would provide your current passport with a valid Visa or BRP card. The rest is simple!

Contact details:

Tel: 0121 331 6512

Email: BCUteam@manpower.co.uk

Birmingham Conservatoire Hoodies/T-Shirts

Every year, students get the opportunity to purchase their own personalised hoodie/t-shirt. This year, we will continue this with Birmingham Conservatoire Hoodies and T-Shirts which Hugo, treasurer of SEC be looking and making sure you all get the opportunity to buy yours. All you need to know for now is that during the first couple of weeks starting, Hugo or one of the SEC team will be in touch via the Facebook group and will be located in various places around campus during certain times for you to come and pay using cash or card to purchase your own personalised hoodie/t-shirt.

Prices are:

T-Shirt - £10

Pullover Hoodie – £15

Zip Up Hoodie - £20



Useful Contacts

I have included a number of relevant contact details for you below should you need to contact the relevant department before September with any questions or concerns you may have. Any general questions regarding student life etc. or if you don't know who you need to contact, please email the Student Experience Committee email and we will aim to get back to you as quickly as possible. If we do not know the answer ourselves, we will be able to steer you in the right direction of whom you need to contact.

Student Experience Committee E-Mail: Conservatoiresec@gmail.com

Birmingham Conservatoire Reception: 0121 331 5901

Birmingham Conservatoire Admissions: 0121 331 7563 (Acting) 0121 331 6220 (Music)

University Accommodation Team: 0121 331 5191

Birmingham City Student Union: 0121 331 7777

BCUSU Student Homes: 0121 202 4696

Manpower Office: 0121 331 6512

On behalf of myself and the rest of your Student Experience Committee, we hope you all have a lovely summer, and we look forward to meeting you all in September.

All the best!

Lucy Gosden

Student President | Birmingham Conservatoire Acting

Lucy.Gosden@mail.bcu.ac.uk

Conservatoiresec@gmail.com