

Art and Design Foundation Application Process

2022-23

Step One

- The student informs their Art and Design teacher that they intend to apply for a foundation level course and has an initial discussion about what will be involved. The deadline to inform the department of the intention to apply for a Foundation degree is **Monday 14th November**.
- The member of staff records the student's name and the course they are applying for on the central spreadsheet
- Students are directed towards workshop support to help prepare portfolios and write personal statements

Step Two

- The Art and Design teacher emails the student's tutor to ask them to prepare a Foundation reference. This is done using a stock template which:
 - Notifies the tutor that the student is preparing a foundation application and gives the details of the course
 - Gives advice on how to prepare a 'foundation' reference as opposed to a 'UCAS' reference
 - Reminds tutors that they can add multiple references to CIS
 - Asks for notification of when the reference is ready
- The Art and Design teacher updates the central spreadsheet recoding the date the reference request was sent to the personal tutor

Step Three

- The personal tutor prepares a reference, adds this to CIS (separate version to UCAS reference if the student is applying for both) and emails the Art and Design teacher when this is done

Step Four

- The Art and Design teacher reads the reference checking for:
 - The focus of the reference – has it been adapted for a foundation application?
 - Any obvious mistakes
 - Predicted grades
- Once satisfied, the teacher updates the central spreadsheet

Step Five

- The Art and Design teacher copies the final reference from CIS and sends this as a PDF to the student. It is then the student's responsibility to complete the application directly to their chosen university/college
- Once done, the teacher updates the central spreadsheet.