

ITALIA CONTI

Admissions and Auditions Policy

Version	2526-2.0
Prepared by:	Head of Quality Assurance
Reviewed by	Policy Steering Group
Approved by:	Policy Steering Group Academic Quality Board
Approval date:	12 th February 2026
Next review due:	11 th August 2027

This policy will be reviewed and by the Policy Steering Group and received and approved by Academic Quality Board every 18 months.

ITALIA CONTI

1. Introduction	3
2. Recruitment and Admission aims	3
3. Admission.....	4
4. Application.....	5
5. Audition Fees, Audition Fee and Deposit Fee Waivers	6
6. Entry Requirements	8
7. Experience and prior learning accreditation:	10
8. Support needs.....	12
9. Audition and Interview Process	12
10. Audition Procedure (Vocational Courses).....	13
11. Audition Criteria	14
12. Offers of places and Deposit Fee Waivers.....	14
13. Acceptances	15
14. Unsuccessful applicants	15
15. Complaints and Appeals.....	16
16. Linked Policies.....	16
17. Appendix A: Audition Code of Practice	17
18. Appendix B: Audition Criteria (DaDA applications).....	18

ITALIA CONTI

1. Introduction

- 1.1 Italia Conti is a specialist performing arts institution preparing young people to take up careers as performers in the entertainment industry.
- 1.2 The very nature of Italia Conti is creative, and it specialises in developing outstanding performance and creative skills. In order to produce highly skilled, creative and intellectual performers, the courses at Italia Conti aim to provide students with a diverse yet comprehensive education and training programmes, which will stimulate imagination and provide the necessary technical, creative and performance experiences to develop a range of skills necessary for young performers to enter the performing arts sector.
- 1.3 Italia Conti is committed to providing an equality of challenge for all students and an inspiring education for life. It is committed to creating a welcoming and inclusive community that inspires and enables individuals to exceed their expectations.
- 1.4 This policy and Italia Conti's *Audition Code of Practice* consider the guidance outlined by the Council for Dance, Drama and Musical Theatre (CDMT) for the conduct of auditions and interviews at CDMT Accredited schools, and which provides the framework within which potential students are auditioned and interviewed for places on professional training courses, and for funding awards in dance, drama and musical theatre. The Code was originally commissioned by the Department for Education as part of the Dance and Drama Awards (DaDA) but the six precepts it outlines are compulsory for all CDMT Accredited schools whether they offer Dance and Drama Awards or not and have been adopted by Italia Conti when devising their audition procedure.
- 1.5 Italia Conti operate within the guidelines of the CDMT Code of Audition Practice which is available in this Policy in [Appendix A](#). Audition tasks and requirements are clearly signposted on the [Italia Conti website](#), and communicated to applicants by email. Expectations such as appropriate dress and assessment guidelines are also specified.
- 1.6 Italia Conti does not discriminate on grounds of age, background, ethnicity, disability, family circumstances, gender, nationality, political beliefs or party membership, religion, sexual orientation or on any other grounds deemed to be irrelevant to participation in the course.

2. Recruitment and Admission aims

- 2.1 Italia Conti's Mission Statement is to "empower passionate individuals to excel in the performing and creative arts, fostering an inclusive environment that provides the skills and confidence to shape their future."

2.2 Italia Conti welcomes applications for admission from all sections of society and is non-discriminatory in line with its Mission Statement, values, the Equality Act (2010) and its *Equal Opportunities Policy*.

2.3 This applies to all potential students and includes inappropriate discrimination on the grounds of: gender; age; religion or belief; physical ability or disability (including HIV status); learning ability; other special educational needs or academic or sporting ability; ethnicity; marital status and civil partnership; sex; sexual orientation; trade union membership; part-time and fixed-term working; gender reassignment; pregnancy and maternity, or on any other grounds deemed to be irrelevant to participation in the course.

3. Admission

3.1 In line with HE and FE delivery partners, Italia Conti is committed to widening access to higher education by providing clear information and advice to applicants, and to raising awareness and opportunity in the pre-HE community in order to generate interest and enthusiasm in those potential applicants who might benefit from the course provision offered by Italia Conti.

3.2 Italia Conti has generated an Access and Participation Plan which details the strategies implemented by the institution in widening access, progression and success.

3.3 This policy embraces the expectations and indicators of sound practice of the UK Quality Code for HE; Part B: Assuring and enhancing academic quality Chapter B2 Admissions, Recruitment and Widening Access and relates to applications to all taught programmes approved Italia Conti's collaborative partners and all modes and levels of study.

3.4 Admission auditions are open to all who feel that they have the talent and facility to benefit from the course offered at Italia Conti. Italia Conti undertakes to consider all applications.

3.5 Entry to all accredited courses is competitive. Applicants are selected by audition and interview. Whilst the panel will review educational qualifications, entry is also dependent upon the audition panel's assessment of the applicant's potential to thrive in the courses we offer and the necessary potential to pursue a career in the theatrical profession at the end of the course.

3.6 Italia Conti ensures that decisions regarding admissions to courses are made by appropriate staff, who are equipped to make the required judgements and are competent to undertake their roles and responsibilities.

ITALIA CONTI

- 3.7 Applicants will need to meet the necessary level and fluency in English language as stated for each programme. Where applicable, overseas applicants are required to undertake a language proficiency assessment before a place is offered.
- 3.8 Applicants with a disability, or who have an additional educational need, and may need the audition circumstances adapted are requested to advise the Admissions Coordinator of this at the time of application in order that reasonable adjustments may be offered.
- 3.9 Admissions procedures are reviewed annually in conjunction with Italia Conti's collaborative delivery partners.
- 3.10 For HE programmes delivered by Italia Conti as an Associate College of the University of Chichester, applicants may also be required to meet University of Chichester entry, enrolment and regulatory requirements. Where relevant, the University's Student Contract, academic regulations and admissions/enrolment requirements will apply alongside Italia Conti's admissions process.

4. Application

- 4.1 Italia Conti is committed to providing accurate information to support prospective students in the application and admissions procedure. Course information is updated regularly. The Admissions procedure is subject to annual review.
- 4.2 Course information is clearly stated and supplied online at:
[Our Courses | Italia Conti](#)
- Information on HE courses is also available via Italia Conti's collaborative HE partner, and the University of Chichester.
- Information on the Trinity College L6 Professional Diplomas is clearly available on the Italia Conti course pages on the website [here](#).
- Information on short courses is available on the website [here](#).
- 4.3 The individual course entries on the website outline the application, entry and audition requirements, and set out the evidence of the abilities that applicants may be asked to provide during an interview or audition.
- 4.4 Information on the availability of the criteria for the allocation of public and other funding is also stated on the individual course information pages on the Italia Conti website.

ITALIA CONTI

4.5 Applicants for courses at Italia Conti should apply using the “Apply” link on the Italia Conti [website](#). Applicants will then be directed to an Italia Conti specific online application form. Applicants must complete this form and pay the non-refundable audition fee (£45) in order to be considered for the course. Applicants cannot apply through UCAS for Italia Conti’s courses.

4.6 All applicants must complete the Italia Conti specific application form and pay the audition fee in order to be considered for the course, including a written statement, photograph and payment of the required non-refundable audition fee.¹ Upon receiving an application, the Admissions Co-ordinator will contact the candidate with a proposed audition date.

4.7 All applicants for the BA Acting, BA Dance and BA Musical Theatre and BA Acting (Musical Theatre) will automatically be considered for the relevant CertHE course and may be considered for other undergraduate or Professional Diploma courses. There is no need to make a separate application for both Cert HE and BA (Hons) courses.

4.8 All applicants for courses at Italia Conti will be offered an audition, provided they meet the following criteria:

- All candidates must complete the Italia Conti Application form including a written statement, a photograph, and payment of the required non-refundable audition fee.
- The candidate must meet the age requirements of their course at the start of their first year of study.
- Applications must be received by the specified course deadline date stated on the Italia Conti website.

5. Audition Fees, Audition Fee and Deposit Fee Waivers

5.1. Audition fees are non-refundable. These fees act as both an administration fee for processing a candidate’s application as well as a non-refundable deposit for a place on an audition day.

5.2. Should an applicant need to rearrange an audition date, Italia Conti, where possible and dates/availability allow, operate a discretionary policy of no more than three date changes – after which a reasonable administration fee may need to be charged.

5.3. Italia Conti can support eligible students who have applied for full-time courses by waiving the audition fee for initial and recall auditions. Italia Conti welcome application for audition fee waivers.

5.4. Criteria for Audition and Deposit Fee waivers:

Route A (Household Income < £26,000)

¹ Means tested audition fee waivers are available – see section 4.11.

Eligible applicants must:

- Be current UK residents
- Be applying for a Diploma or undergraduate course (either a CertHE, BA or Foundation Degree, Diploma);
- new to Higher Education (with no previous degree or any other Higher Education level qualification)
- be from a household whose annual income is less than £26,000
- have attended a UK state school

Route B (Household Income < £32,000 + one or more contextual factors)

Eligible applicants must:

- Be current UK residents
- Be applying for a Diploma or undergraduate course (either a CertHE, BA or Foundation Degree, Diploma);
- new to Higher Education (with no previous degree or any other Higher Education level qualification)
- be from a household whose annual income is less than £32,000
- have attended a UK state school

In addition, applicants for route B should meet at least one of the following criteria:

- Have a declared disability
- Young person in local authority care/Care leaver
- Young Adult Carer
- Estranged student (i.e. not living with and not supported by a family)
- Be from an area of multiple deprivation (*see IMD look up tool below)
- Be from a neighbourhood with low participation in HE, as categorised by POLAR4 (**see POLAR4 look up tools)
- Gypsy, Roma, Traveller, Showman or Boater applicant
- Refugee applicant
- Be from a Black, Asian or minority ethnic background
- Be from a household with an annual income of under £26,000

**To check your postcodes against the Index of Multiple Deprivation Data, use this [online look up tool](#). Your postcode must be ranked in deciles 1- 4 (see column F)*

***To check whether you live in a Low Participation Neighbourhood, use this [online postcode look up tool](#). Your postcode must be ranked in quintile 1 or 2 against POLAR 4 (see the table on the map).*

Evidence for fee waivers may include the following:

- A P60 or self-assessment return for the previous tax year for each parent/guardian in the household.
- Evidence of DWP benefits covering all 12 months of the previous tax year (Annual Summary or monthly statements) for benefits such as Universal Credit (UC).
- Confirmation that the applicant is in or has recently left the care system.

ITALIA CONTI

- Evidence that the applicant is an independent (18 years+) that has not lived in the family home for more than 24 months and has been self-supporting.
- Applicants will need to attach a copy of their passport as proof of residency.

5.5. The application for a fee waiver needs to be made in writing to the Finance Team, using the template on the [website](#), and include the relevant evidence before an application is assessed.

5.6. Agreed applications for audition fee waivers will be emailed to the applicant, along with information how to access the application process with an audition fee waiver agreement.

5.7. Agreed applications for deposit fee waivers will be emailed to the applicant, along with information how to complete the acceptance process with a deposit fee waiver agreement.

Further information, and the fee waiver application form is available on the website:

- [Audition Fee Waiver](#)
- [Deposit Fee Waiver](#)

6. Entry Requirements

6.1 Undergraduate Entry

While audition is the primary means of determining the applicant's suitability for entry, Italia Conti normally requires the following additional formal qualifications for entry to the BA or CertHE courses:

- 18+ by the 31st of August in the year of entry (Scottish school leaver may be considered at 17+)
- Level 2 English and Maths at GCSE Grade 4 or above or recognised equivalent qualifications.
- Academic achievement equivalent to 64 UCAS points or admission through recognition of non-standard entry qualifications/experience; for example:
 - A level: CC or above
 - Pearson BTEC Level 3 National Extended Diploma: MPP or above
 - Pearson BTEC L3 National Diploma MM
 - Other qualifications that attract UCAS points such as UAL, RSL, OCR Diplomas, Extended Diplomas and T-Levels, e.g.
 - UAL L3 Diploma (Distinction)
 - UAL L3 Extended Diploma (Pass or above)
 - Access to HE Diploma: M = 15 credits, P = 30 credits
 - T-Levels
- Non-standard entry is assessed at audition
- IELTS Level 6 where English is not the applicant's first language
- Legal right to reside/study in the UK for the full period of the programme

ITALIA CONTI

- Evidence in hard copy of all the above must be provided
- Successful audition through Italia Conti, details of which can be found on the website, and in the Audition Code of Conduct

6.2 All candidates for **Italia Conti Trinity L6 Professional Diploma and FdA Musical Theatre and Dance courses** will be offered an audition, provided they meet the following criteria:

- 16+ by the 31st August in the year of entry
- Legal right to reside/study in the UK for the full period of the programme
- Evidence in hard copy of all the above must be provided
- Successful audition through Italia Conti, details of which can be found on the website, and in the Audition Code of Conduct

For FdA entry, the following will also normally apply:

- Level 2 English and Maths at GCSE Grade 4 or above or recognised equivalent qualifications.
- Academic achievement equivalent to 64 UCAS points or admission through recognition of non-standard entry qualifications/experience; for example:
 - A level: CC or above
 - Pearson BTEC Level 3 National Extended Diploma: MPP or above
 - Pearson BTEC L3 National Diploma MM
 - Other qualifications that attract UCAS points such as UAL, RSL, OCR Diplomas, Extended Diplomas and T-Levels, e.g.
 - UAL L3 Diploma (Distinction)
 - UAL L3 Extended Diploma (Pass or above)
 - Access to HE Diploma: M = 15 credits, P = 30 credits
 - T-Levels
- Non- standard entry is assessed at audition
- IELTS Level 6 where English is not the applicant's first language
- Legal right to reside/study in the UK for the full period of the programme
- Evidence in hard copy of all the above must be provided
- Successful audition through Italia Conti, details of which can be found on the website, and in the Audition Code of Conduct

6.3 Postgraduate entry

Candidates for postgraduate courses at Italia Conti will be required to attend an interview. Practical postgraduate courses may involve a practical task or audition. Online MA courses may involve a portfolio as well as an interview. Italia Conti normally requires the following additional formal qualifications for entry to the postgraduate MA / MFA courses:

- An Honours degree at 2:2 or higher in a related discipline
- Relevant employment or experience

- Successful interview
- IELTS Level 6 where English is not the applicant's first language

7. Experience and prior learning accreditation:

7.1 Italia Conti, in common with other performing arts institutions may consider applications from those who have followed unconventional academic pathways, those who have changed careers later in life and those who may have little experience in performance or even of the humanities, but who show great potential. The value-added dimension of a vocational education for the latter group should not be underestimated. The implications of these factors are that:

- For vocational courses, there is no alternative to audition as a means of admitting students to the course.
- Italia Conti may ask for sample written work from prospective candidates to support an application with this profile through the matriculation requirements of the validating university and the programme
- When Italia Conti is satisfied that an applicant from an unconventional academic background without formal qualifications nevertheless fulfils the audition criteria it may accredit previous learning.

Non-Standard Entry Requirements- Applicants without formal qualifications

7.2 On occasion, non-standard entry procedures may be considered for applicants who

- do not have the normal minimum entry qualifications;
- do not have, or are unable to provide, evidence of the minimum entry qualifications (for example, those with refugee status who may not be able to supply evidence).
- those who have mislaid evidence of qualifications and are unable to get copies or confirmation from the relevant awarding bodies.
- applicants who may have gained appropriate skills through a wide range of vocational qualifications or suitable experience

7.3 In these cases, Italia Conti will set appropriate entry tasks to assess sufficiency of academic and vocational ability to assess whether the applicant will be able to engage successfully with the proposed course of study. The tasks will include assessment of an appropriate level of literacy.

7.4 In line with validating body requirements, course teams at Italia Conti have the responsibility for setting appropriate entry tasks with clear guidance and for providing feedback which is both of value to the student and can be referred to subsequently in the event of a decision being challenged.

7.5 Any offer would be subject to the approval of the Italia Conti Panel and partner university.

7.6 The Admissions Coordinator at Italia Conti has the responsibility for ensuring that applicants who are applying through these routes are advised to speak to relevant

academic staff to ensure that the applicants understand what is required of them and are given appropriate support regarding the process.

Non Standard Entry criteria for BA (Hons) Professional Arts Practice (Top Up) applications

7.7 Consideration may be given to the following criteria for industry professionals in the absence of a formal Trinity Level 6 Professional Diploma, to evidence a successful and high quality, professional performance career. The evidence will be reviewed by a panel on a case by case basis:

- Equity managed work credits, specifically a minimum of 3 high quality employment contracts, or an extended contract over at least 3 years.
- Evidence of an (Agency Association/ Equity approved) Agency contract with a letter of reference detailing the calibre of work the candidate is put up for/ seen for
- CV and any performance showreels/ portfolio or editorials/ official critique of the candidate's work.
- Number of years in full time vocational performing arts skills training
- High calibre industry credits
- Other relevant qualification(s)
- Professional reputation within the industry and social media/ google search.

Admission on the basis of Prior Experience (Recognition of Prior Experiential Learning (RPEL))

Undergraduate study

7.8 On occasion, non-standard entry procedures may be used for applicants who do not have the normal minimum entry qualifications but may have extensive professional vocational experience.

7.9 In these circumstances, the vocational or experiential experience will be interrogated through audition and interview and evidence requested.

7.10 All prospective students wishing their prior certificated or experiential learning to be considered will have to attend an in-depth interview with the relevant Italia Conti Course Leader and panel to determine suitability and qualification for entry. A portfolio of written and / or creative work may also be requested. Evidence will be reviewed by a panel on a case by case basis. All recommendations for entry on the basis of accredited certificated or experiential learning may need to be ratified by the partner university Award board, which will do so according to the standard timeframes.

7.11 When considering a claim, Italia Conti will consider the following:

- authenticity – that the student actually completed what is claimed in the proposal and that the evidence relates to the applicant's own efforts and achievements
- sufficiency – that there is sufficient evidence to demonstrate fully the achievement of the learning claimed

- validity– that there is an appropriate match between the evidence presented and the learning being demonstrated and that the evidence is valid and reliable
- currency – that learning is sufficiently recent to allow the student to benefit from the proposed programme or the student has kept up to date with recent developments
- directness – that the learning was specific and can be identified and categorised
- quality – that learning reached a level to allow the student to benefit from the proposed programme

7.12. Applicants applying for Recognition of Prior Learning and/ or Recognition of Prior Experiential Learning will need to request and complete the RPL form from Admissions, and supply evidence of existing qualifications gained.

Postgraduate Study

7.13 Applicants who have already completed up to 90 credits at Masters Level may use these credits to apply for Recognition of Prior Learning (RPL) towards the total of 180 credits to gain the MA Creative Arts Education or MA in Creative Arts Practice. Candidates should note that that RPL may affect their eligibility for any Postgraduate loan. For details go to gov.uk/masters-loan/eligibility.

7.14 Applicants who have already completed an MA in Teaching and Coaching: The Speaking Voice or Actor's Movement may be eligible to apply for the relevant MFA. Applications are considered on a case-by-case basis.

8. Support needs

8.1 Candidates are invited to disclose any access or learning requirements on their application form, so that any reasonable adjustments within the audition or interview process can be made.

8.2 To ensure that Italia Conti can offer as much support as possible, candidates are encouraged to disclose any long term, ongoing or significant past health issues on their application form so that these can be discussed.

9. Audition and Interview Process

9.1. Auditions for Italia Conti's vocational training courses operate under a strict *Code of Practice* to ensure their audition procedures are fair, rigorous and transparent. The *Code of Practice* is in line with guidelines issued by the CDMT (Council for Dance, Drama and Musical Theatre Training):

- a) Italia Conti undertakes to audition every eligible applicant.

ITALIA CONTI

- b) Italia Conti's equal opportunities policy applies to the admissions process. The same criteria for selection apply to all applicants. Audition criteria are reviewed and standardised annually.
- c) The purpose of the audition / interview process is to ensure effective selection and the appropriate placement of the applicant on Italia Conti courses.
- d) Italia Conti undertakes to provide candidates with the necessary information before and during the selection process. The individual course entries on the website outline audition requirements and procedures for each course and set out the evidence of the abilities that applicants may be asked to provide during an interview or audition.
- e) Italia Conti will contact all applicants upon receipt of the completed application form and payment to acknowledge receipt.
- f) Once the application and payment is complete, applicants will be sent an email with an audition submission date. The email will include:
 - audition submission date
 - audition requirements (what candidates will be asked to prepare)
- g) Italia Conti will aim to ensure that all candidates have the opportunity to demonstrate their potential to fulfil the aims of the course.

10. Audition Procedure (Vocational Courses)

The entrance audition comprises of a two-stage process:

- (1) First round online audition
- (2) live onsite / online recall audition and interview.

Each audition is divided into various components, with the addition of an Interview at the recall stage.

10.1 First Round Auditions (BA, Cert HE, FdA and Trinity Diploma Courses)

First-round auditions are normally conducted via digital submission (self-tape). Information on these is made available to candidates by the Admissions Co-ordinator and is also clearly available on the Italia Conti website. Exceptions to first round digital submission is normally limited to outreach activity events.

10.2 Second Round Auditions (BA, Cert HE, FdA and Trinity Diploma Courses – Recall Audition)

- Recall auditions generally take place in person, with some course exceptions. Following the First-Round auditions, successful candidates, applicants will be sent an email with a recall audition date. This email will include:

ITALIA CONTI

- Recall audition date
- audition requirements (what candidates will be asked to prepare)
- details of the audition day
- directions to the school / audition venue

10.3 Interviews (Postgraduate and Online courses)

Applicants for postgraduate and online courses will undertake an interview following their application.

These may be digital or in person events, depending on the requirements of the specific course.

11. Audition Criteria

11.1 The aim of the audition is to provide the applicant with the opportunity to demonstrate the quality of their work and their potential to benefit from the course.

11.2 Auditions are conducted by panels of teaching staff, who discuss their observations, and all have an input into the decision-making process.

11.3 Italia Conti undertakes to ensure that:

- the decision-making process is fair and transparent
- all criteria for assessment are in keeping with the aims and objectives of the course, and relevant to industry requirements
- objective assessment criteria are used
- staff members responsible for auditioning / interviewing have the appropriate skills and expertise and are trained in audition / interview techniques
- where possible, that the panel includes both male and female members and represents the diversity of the training at the school
- those responsible for auditioning / interviewing know the aims of the course and can assess potential in relation to those aims
- those responsible for auditioning / interviewing use assessment forms alongside the criteria and keep clear, accurate and appropriate records of their findings
- an inclusive decision-making process is promoted. The auditioning / interviewing panel should discuss their observations and should all have an input into the decision-making process.

12. Offers of places and Deposit Fee Waivers

12.1 Offers of places and scholarships (only applicable to the scholarship audition) are based upon successful performance in the audition process and interview, in addition to satisfactory entry requirements.

12.2 Offers are usually made within a month of the audition with acceptances required within the deadline specified in the offer letter. Applicants will receive detailed information following acceptance.

12.3 Clear information on funding is provided with the offer letter, together with details of the terms and conditions and deadline for acceptance.

ITALIA CONTI

- 12.4 Where a place is offered by way of a formal letter from Italia Conti, the deposit will be payable when the candidate accepts the offer.
- 12.5 Deposit fee waivers are available to eligible candidates. Please refer to the criteria listed in [section 5](#) above. Information on Deposit Fee waivers is also available on the website [here](#).
- 12.6 Any deposit required to secure a place will be handled in accordance with the Terms and Conditions of Enrolment. This includes the applicant's statutory cancellation rights, the circumstances in which a deposit may be refunded, and the circumstances in which Italia Conti may retain all or part of a deposit where it is reasonable and proportionate to do so.
- 12.7 Italia Conti may refuse enrolment, withdraw or rescind an offer, cancel an accepted place, or defer entry where there is a valid reason to do so. This may include where an applicant does not meet the academic or other conditions of their offer by the stated deadline; required documents, references, identity, qualification or right to study evidence are not provided, are incomplete, or are not satisfactory; any required deposit is not paid by the deadline stated in the offer; the applicant is unable to enrol with the relevant validating university where required; new information, a significant change in circumstances, or the outcome of health, fitness to train or safeguarding assessments means safe participation is not reasonably practicable, after reasonable adjustments and appropriate alternatives have been considered where applicable; or information is discovered which, had it been known at the time of decision, would have led Italia Conti not to make the offer or to make a different offer.
- 12.8 In making any decision to withdraw, rescind, cancel or defer an offer, Italia Conti will tell the applicant the concern, give them a reasonable opportunity to respond where appropriate, consider any evidence, and take a proportionate decision. Where appropriate, Italia Conti may defer entry or set conditions instead of withdrawing the offer. Urgent action may be taken without prior notice where there is an immediate risk.

13. Acceptances

- 13.1 Applicants are expected to provide complete, accurate and prompt information at all stages of the application. Applicants who provide incomplete, misleading or fraudulent information are liable to have their application rejected. This includes plagiarism.
- 13.2 Applicants are encouraged to tell Italia Conti as early as possible about any disability, health condition, learning difference, support need or reasonable adjustment that may affect their application, audition, interview, enrolment or participation in the programme. Early disclosure helps Italia Conti consider support and reasonable adjustments in good time. Late disclosure will not itself disadvantage an applicant, but it may affect what adjustments can reasonably be put in place immediately, particularly where specialist advice, evidence, risk assessment or resources are required.

ITALIA CONTI

13.3 Applicants should respond directly to the Admissions communications from Italia Conti to accept or reject their offer within the specified deadlines. Failure to respond to an offer within the required deadlines could lead to your offer being rescinded.

13.4 Applicants are advised to familiarise themselves with the terms and conditions of both the Italia Conti offer as contained in their Admissions Agreement, and listed on the Italia Conti website; **and** main University policies, as highlighted on the Student Contract page of the University website:

<https://www.chi.ac.uk/study/undergraduate/student-contract/>

13.5 Applicants must accept the Italia Conti Terms and Conditions in order to secure their place on the programme.

13.6 Terms & conditions must be signed by the student, and – where appropriate (e.g. if a student is under 18) by the parent / carer / guardian and fee payer, where different.

13.7 For HE applicants, acceptance of a place is subject to the applicable Terms and Conditions of Enrolment, including provisions on fees, deposits, cancellation rights, refunds, compensation and remedies. Applicants should read the Terms and Conditions carefully before accepting their place.

14. Unsuccessful applicants

14.1 Applicants who are unsuccessful are informed as soon as possible via email after the audition.

14.2 Italia Conti does not normally provide individual audition feedback to unsuccessful applicants. This does not prevent an applicant from raising a complaint or appeal about the fairness of the admissions process under Section 15.

15. Complaints and Appeals

15.1 Complaints and appeals from applicants regarding the admissions process will be handled in accordance with the Italia Conti Complaints Policy and procedures, which is available on the website. Complaints relating to the Admissions Procedure should be sent to the relevant Head of School Acting or Musical Theatre & Dance) via Admissions @italiaconti.co.uk.

15.2 Complaints may relate to the way an application, audition or interview has been handled, including alleged procedural irregularity, bias, discrimination, failure to consider reasonable adjustments, failure to follow published criteria, or another issue relating to the fairness of the admissions process.

15.3 Audition and interview decisions involve academic, professional and creative judgement and are not subject to appeal simply because an applicant disagrees with the outcome. The complaints or appeals process will not normally reconsider academic, professional or creative judgement unless there is evidence that the decision may have been affected by procedural irregularity, bias, discrimination, failure to consider reasonable adjustments, failure to follow published criteria, or other unfairness.

15.4 All auditions and interviews will be documented for reference.

16. Linked Policies and documents

- *Audition Code of Practice*
- *Complaints Policy and Procedures*
- *Equality and Opportunities Policy*
- *Funding Policy*
- *Terms & Conditions of Enrolment*
- *University of Chichester Student Contract and academic regulations, for HE applicants*

For further audition information please see: <https://www.italiaconti.com/apply/>

17. Appendix A: Audition Code of Practice

Audition Code of Practice

Auditions and interviews for Italia Conti's courses operate under a strict *Code of Practice* to ensure its audition and interview procedure is fair, rigorous and transparent.

This is in line with precepts outlined by CDMT (Council for Dance, Drama and Musical Theatre Training) in their *Code of Practice for Auditions*, which governs the conduct of auditions and interviews at CDMT accredited schools. It provides the framework within which potential students are auditioned and interviewed for places on professional training courses and for funding awards in dance, drama and musical theatre.

The code covers six elements of an application procedure comment, referred to as its 'precepts'. These precepts are the key principles underpinning a fair and transparent procedure. The code forms the basis for the fair and consistent treatment of candidates.

These precepts inform, and are fully embedded into, the Italia Conti Admissions Policy.

The six precepts that form the basis of the CDMT Code of Practice for Auditions and Interviews are as follows:

A school undertakes to

- consider all applications
- provide candidates with the necessary information before and at the selection process
- provide information on the availability and criteria for the allocation of public and other funding
- give candidates the opportunity to demonstrate their potential to fulfil the aims of the course
- ensure that the decision-making process is fair and transparent
- ensure that candidates are informed of the outcome of an audition / interview in a timely manner.

All CDMT schools are also required to have an Admissions Appeals Procedure. This is covered in section 13 above.

18. Appendix B: Audition Criteria (DaDA applications)

DaDA Audition Criteria – Musical Theatre

Acting (Recall Round)

- 1. Interpretation of text**
Demonstrate a demand on the target, consistently played with the moment of discovery revealed with choices made that show the changing objectives throughout the speech
- 2. Characterisation**
Demonstrate a detailed layered response to the changing circumstances, showing a bravery in the spontaneous reactions that reveal the life of the character outside of the text
- 3. Expression**
Select material that is appropriate to demonstrate the truth and depth of connection to the different units of action and changing objectives
- 4. Physicality and voice**
Display a freedom in movement, embodying the character, controlling the space, and using the voice to reveal the changing thought process throughout
- 5. Professional preparation**
Demonstrate a detailed research process that supports the truthful communication of the character's situation with the monologue presented in a professional manner that shows the combination of attention, communication and imagination

Singing (Recall Round)

- 1. Vocal technique**
Demonstrate a secure vocal technique with evidence of effective breathing, tone production and use of resonance in voice production.
- 2. Musicality & style**
Display the ability to interpret the work in the required musical style with additional attention to tempo, dynamic quality, rhythm and phrasing. Demonstrate accurate pitching and tuning. A musical performance that shows collaboration with the accompanist.
- 3. Preparation and appropriate material**
Select material that is appropriate, within a suitable vocal range, memorised and prepared fully.
- 4. Acting through song**
Demonstrate an appropriate understanding of the given circumstances, text and subtext supporting storytelling and communication with the audience.

Characterisation in vocal delivery evident with a connection to the physical and gestural life of the character.

5. **Overall performance & artistry**

Perform a rehearsed song with confidence, clarity & individual style. The performance has emotional and dramatic impact.

Dancing - Jazz (Recall Round)

1. **Facility & flexibility**

Display natural facility, flexibility, and potential for increased facility.

2. **Technique**

Demonstrate strength and control of technical elements in terms of correct posture, placement, and alignment.

3. **Elevation**

Demonstrate power and strength of elevation.

4. **Pick up & musicality**

Demonstrate the ability to pick up exercises and the demands of the teacher with correct timing, rhythm, and musical phrasing.

5. **Performance**

Display musicality and dynamics.

Dancing – Free Class (Recall Round)

1. **Pick up**

Demonstrate the ability to pick up choreography and take on notes and demands from the choreographer.

2. **Performance**

Display a quality of delivery and suitability of performance choices.

3. **Dynamics & style**

Display a quality and delivery of style and dynamics within choreography given and freestyle opportunities.

4. **Versatility**

Demonstrate the ability to deliver various styles.

5. **Aptitude**

Displays a natural ability, regardless of previous dance experience.

DaDA Audition Criteria – Dance

Dance Diploma – Jazz (Recall Round)

1. **Facility & flexibility**
Display natural facility, flexibility, and potential for increased facility.
 2. **Technique**
Demonstrate strength and control of technical elements in terms of correct posture, placement, and alignment.
 3. **Elevation**
Demonstrate power and strength of elevation.
 4. **Pick up & musicality**
Demonstrate the ability to pick up exercises and the demands of the teacher with correct timing, rhythm, and musical phrasing.
 5. **Performance**
Display musicality and dynamics.
-

Dance Diploma – Ballet (Recall Round)

1. **Posture & stance**
Demonstrate ability to align the body correctly and control placement throughout.
 2. **Response to vocabulary**
Display understanding of terminology of steps.
 3. **Facility**
Display natural facility and flexibility.
 4. **Classical technique**
Demonstrate the ability to deliver correct technique and clean placing.
 5. **Performance**
Display the quality of performance with dynamics and artistic presentation.
-

Dance Diploma – Contemporary (Recall Round)

1. **Facility & flexibility**
Display natural facility, flexibility, and potential for increased facility.
2. **Technique**
Demonstrate strength and control of technical elements in terms of correct posture, placement, and alignment.
3. **Elevation**
Demonstrate power and strength of elevation.

ITALIA CONTI

4. **Pick up & musicality**

Demonstrate the ability to pick up exercises and the demands of the teacher with correct timing, rhythm, and musical phrasing.

5. **Performance & artistry**

Display musicality and dynamics.

Summary of amendments February 2026

02/26	Policy overall reviewed and updated for clarity, all links checked.
02/26	Policy updated to reflect IC's withdrawal from the UCAS system
02/26	5.4 Criteria for audition and deposit fee waivers updated in line with recent reviews
02/26	7 Non-standard entry and RPL section expanded and consolidated.
02/26	7.8-7.14 Recognition of Prior Experiential Learning (RPEL) expanded and RPEL form reviewed.
02/26	10.1 updated to clarify exceptions to digital first round audition submission.
02/26	12.2 wording rephrased for clarity
02/26	13.1 – 13.6 Acceptances wording reviewed for clarity, including clearer timelines for acceptances
02/26	15.3 Appeals - wording reviewed and clarified: Audition decisions constitute academic judgement and are therefore not subject to appeal.

END