

Art Academy

Certificate Programme Handbook
Academic Year 2024/25

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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 The Art Academy'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.

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

The Art Academy 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.

2024/25 Academic year

Term 1 (2401)	Term 2 (2402)	Term 3 (2403)
Term starts 16/09/24	Term starts 13/01/25	Term starts 22/04/25
Reading week 28/10/24	Reading week 17/02/25	No reading week
Term ends 29/11/24	Term ends 28/03/25	Term ends 13/06/25

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](#)

COVID - 19

To keep all members of our community safe, we expect everyone to comply with Covid self-isolation guidance. If you test positive for Covid, please inform the Academic Programme Manager and do not attend the Academy until you have returned a negative test result.

4. Staff

Key Academic Staff

Zoe Toolan	Fine Art Certificate Programme Leader	zoe.toolan@artacademy.ac.uk
Edward Sutcliffe	Contemporary Portraiture Certificate Programme Leader	edward.sutcliffe@artacademy.ac.uk

All the teaching staff at the Academy are practising artists, and therefore don't work full time.

You will also be taught by a number of staff in Elective Skills Workshops who may only be in for their teaching days - one day a week for one or more terms during the year. Should you need to contact these tutors, the Academic Team can contact them on your behalf.

Academic team

Darren Nairn	Director of Quality & Student Experience	darren@artacademy.ac.uk
Sue Spaul	Director of Programmes	sue@artacademy.ac.uk
Georgina Rowlands	Academic Programme Manager	georgina@artacademy.ac.uk
Aimee Briginshaw	Admissions Coordinator	admissions@artacademy.ac.uk
	Academic Coordinator	aimee@artacademy.ac.uk
Ernestine Chua	Academic System and Support Coordinator	ernestine@artacademy.ac.uk

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 academic office (in Russia House), both during term time and during most holiday periods. The Academic Programme Manager, Georgina, works closely with Sue, the Director of Programmes and the Programme and Department Leaders and Tutors to ensure the smooth running of your programme, that all students are happy, safe and making progress in their studies. Aimee, the Admissions Coordinator 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 Fine Art and Contemporary Portraiture. 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 (terms one and two are ten weeks long, term three is eight). The ESWCs are common to all the academic programmes at The Art 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. You will choose your 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. Tutorials

You will have a tutorial each term with your Certificate Programme Leader. 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 your 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.

7. Programme Assessment

As the Certificate programme is primarily intended to enable 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 Art Academy in lieu of a failed skills course. If not, they would need to pay to repeat the skills course in a subsequent term (which will be subject to standard term fees).

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 Art 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 the show has been hung, to discuss your exhibit and possible progression options.

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