



BIG CREATIVE
EDUCATION
APPRENTICESHIPS
TRAINING
ACADEMY

BIG CREATIVE TRAINING
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WWW.BIGCREATIVE.EDUCATION



BIG CREATIVE TRAINING - ADMISSIONS POLICY

Overview and mission statement

Big Creative Training (BCT) recruits jointly with Big Creative Academy (BCA) under the Big Creative Education (BCE) brand.

BCT is an institution for **16- to 23-year-olds (funding for limited courses for 19–23-year-olds without an EHCP and up to 25 with an EHCP)** specialising in the creative industries. Our curriculum is specialised and offers subjects that provide links to the creative sector.

Learners will study their chosen creative specialism as well as Maths or English (if they have not been already achieved at a GCSE grade 4 or Level 2 Functional Skills or above). In addition, learners will study self-development and undertake work experience.

BCT has strong links with industry that will help ensure young people have the skills, experience and knowledge to progress in their chosen careers.

We are an institution that seeks to engage learners that have an interest and aptitude in creative subjects and may not have had access to excellent specialist teaching and equipment thus far in this phase of their education.

BCT's admissions policy will be clear, fair and transparent.

Our admissions policy is published on our website at <http://www.bcepolicies.com/public-documents/>

This policy is for our 16-19 study programmes.

The admissions policy outlines the entry criteria, including age requirements, minimum academic qualifications, the admissions process, the basis for awarding offers, the allocation of places, and the procedure for managing oversubscription at BCT.

Entry Criteria

Age requirements

- Applicants must be between the ages of 16-18 on 31 August in the year of admission.
- Applicants who hold an EHCP can be admitted up to the age of 24 on 31 August in the year of admission.
- Limited course funding is available for applicants without an EHCP aged 19 to 23 on 31 August in the year of admission. Applicants within this age range will be contacted by our admissions team to confirm eligibility for funding.

Academic requirements



- Applicants for Entry level 3 courses must have the aptitude and ability to complete qualification specification (main qualification) and assignments within the creative tasters.
 - Must be working at or towards Entry level 3 in English and maths.
- Applicants for L1 courses must have 2 GCSEs at grade 1 and English at Entry Level 3 (or equivalent).
- Applicants for Level 2 courses must have at least 3 GCSEs at grade 3 including English (or equivalent).
- Applicants for Level 3 courses must have at least 5 GCSEs at grade 4 above (or equivalent) including English.

Prospective learners will be offered places on a conditional basis until they receive their GCSE results or can evidence their qualifications.

Applicants who have taken iGCSEs, foreign or alternative qualifications should contact the admissions department to discuss what the equivalent minimum expectations are.

Learners progressing internally must meet the minimum entry requirements.

Application process

Learners or parents / guardians may obtain a prospectus in any of the following ways:

- By phone
- Written request to admissions@bigcreative.education
- By visiting one of our campuses
- By visiting our website at www.bigcreative.education

Learners can apply in one of two ways: either through our website or by attending an open evening and applying via our on-site application stations. Our open evening dates will be published on our website so that the applicant has full clarity on when they can attend.

Priority offers

All applicants wishing to be considered by BCT must submit a completed application for their chosen programme. To be eligible for a priority offer, applicants are required to either upload supporting materials with their application (examples of work, an audition tape, or a self-tape responding to the provided questions) **or** request an interview by selecting the relevant option on the application form.

In addition, applicants should attend an open evening, or a masterclass workshop arranged by the admissions team.

Conditional Offers

Conditional offers will be made based on the submission of an application, an applicant's aptitude, ability and the likelihood of meeting the required grade criteria.

Applicants without SEND

Once an application is submitted, it will be passed to a Curriculum Manager for review. If the application meets the required standards, the Curriculum Manager will notify the Admissions Team, who will then issue a conditional offer to the applicant.



Applicants with SEND

BCT and BCA operate as separate entities when determining admissions based on a learner's SEND needs, as each campus has different resources and support provisions.

They will admit learners with an EHCP where the plan names the relevant campus, and the learner meets the minimum entry requirements. This admittance is subject to BCT or BCA conducting an assessment and being able to meet the learner's needs, with reasonable adjustments, and subject to the correct funding in place from the local authority.

We will operate in accordance with the SEN code of practice at all times.

Applicants who have declared SEND will be referred to the SEND department for review and initial assessment.

- **With an EHCP:** The admissions team will advise applicants to ask their local authority to make a formal consultation with us by completing the following form: <https://www.bctforms.com/ehcp/>
- It is important to include the course of interest and level, also predicted or obtained current attainment so suitability can be determined for ability and aptitude to complete a creative industry course.
- Following this, applicants will be invited to attend an initial assessment, ace-to-face so support needs can be determined and put into place for the correct support.
- Applicants may also be invited in to complete an English and Maths BKSB assessment to determine ability.
- BCT aim to respond to consultations within the 15 day time frames but may require an extension to conduct all assessments needed or if any other additional issues occur.
- **Without an EHCP:** Applicants will be invited to attend an initial assessment, ace-to-face so support needs can be determined and put into place for the correct support.

If approved by the SEND team, the application will then be sent to the curriculum team for review.

Successful applicants will be informed via an offer letter detailing any conditions (for example achievement of grades to meet eligibility criteria).

For consultations from local authorities, they will be informed about the consultation decision via a formal response from BCT SEN admin.

Admission

BCT will admit learners who can demonstrate:

- Ability, aptitude and talent in their chosen specialism
- A strong commitment and determination to study, practice, and succeed
- Achievement of the required entry grades



Experienced BCT staff will evaluate these criteria using a combination of the following:

- Review of an audition or examples of work or self-tape
- References from school or college tutors
- Meeting an applicant at an open evening or workshop
- An initial assessment for anyone who declares an SEN to ensure that needs can be met or reasonable adjustments can be applied.

Enrolment - Priority Admissions

Admission will be prioritised for applicants who have received a priority offer. These applicants will be allocated a priority slot on the first day of enrolment. Non-priority applicants will be invited to attend on subsequent enrolment days; however, places cannot be guaranteed at that stage and may be subject to availability.

If there are no places available, applicants will be placed on a waiting list.

Waiting list

If the programme is at capacity, we will create a waiting list, prioritising applicants based on our entry criteria. Applicants placed on the waiting list will be informed of their position and will receive weekly updates regarding any changes. If a place does not become available by the Waltham Forest October half-term, they will be notified that no further admissions will be accepted.

If two eligible learners of equal ability and potential come in to enrol at the same time, places will be allocated based on the following criteria:

- Looked after children or formerly looked after children
- In receipt of income support in their own right
- Current or former learner at BCA or BCT
- Distance from BCT or BCA measured by a straight line measured from the front door of the applicant's home to the main gate of the college

The final criteria (distance) will always be utilised in the event of a tiebreaker. In the case of flats or multiple occupancy measurement will be taken from the main entrance of the building. If this results in a tie, places will be allocated randomly and this process overseen by someone independent of the college.

Admissions appeal

The purpose of the admission's appeals procedure is to ensure that applicants can voice any concerns regarding the admissions process.

- BCT's admissions appeals procedures are clear
- Throughout the process of admissions, the proper procedures are followed



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If an applicant is not offered a place and believes that this is due to a failure in the admissions process, they may appeal in writing to the Director of Operations at ben.jolly@bigcreative.education for BCT, detailing the reasons for the appeal. Appeals must be received in writing within 20 days of the application decision letter.

Equality and diversity

BCT, in operating admission arrangements, will do everything it reasonably can to enable every learner to perform at their best, and in making acceptance decisions will not discriminate between learners on grounds of gender, disability, faith, ethnicity, sexual preference, or any other protected characteristic.

Date Updated	To Review	Responsibility
July 2025	Jul 2027	TD