

COURSE HANDBOOK

Graduate Diploma Arts

with pathways:

GradDip Arts: Carving

GradDip Arts: Conservation

GradDip Arts: Fine Art

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Part 1: Course Information

The Course

The Graduate Diploma Arts (GradDip) is a course for those planning to pursue postgraduate study on one of the Art School's specialist MA courses and is a Level 6 course (the same Level as the final year of a BA Honours degree). While GradDip students might share some learning activities with those students or with students at other levels, it is not an alternative to a full BA; most applicants for the Graduate Diploma will already have a first degree or equivalent in a closely related discipline. It is particularly relevant for those who are planning to move from one specialist area, or career path, to another, or for those who have had a significant gap since their previous studies. It provides an opportunity to build on your existing skills and knowledge and equip you with the skillset and knowledge base required to undertake one of our specialist postgraduate courses: MA Fine Art; MA Conservation; PgDip/MA Carving. Places on the course are limited due to the Art School's small scale and are only offered where there is sufficient evidence that the applicant may achieve postgraduate level entry requirements on successful completion.

The GradDip course is intended as a bridge to support you to access postgraduate level study and is designed around your individual experience and aspirations. The course launches from an evaluation and analysis of your existing knowledge and skills and is based on an individual and approved Study Agreement. You will negotiate your Study Agreement with your Pathway Leader and it will be based upon workshops, lectures and projects delivered by the relevant undergraduate programme. Whatever your individual Study Agreement, you will be working within the vibrant community of the Art School amongst undergraduate and postgraduate students with our specialist team of practising artists, craft specialists, historians and conservation experts.

The GradDip is delivered full-time across one academic year or part-time across two academic years with two 60 credit units running sequentially: please refer to the diagram below. There is an expectation that each credit requires a minimum of 10 hours of learning. Credits are awarded on successful completion of a unit of study and are specific to the Level. You will need to successfully complete 120 credits (ie, 1,200 hours of learning) to be awarded the GradDip, however, should you need to leave after the first unit, you may be awarded a Graduate Certificate for successfully completing 60 credits.

Together with all other City & Guilds of London Art School BAs and MAs, your course is validated by Arts University Bournemouth (AUB). With a home in the Art School's Kennington campus, your course is owned, designed, taught and supported by the Art School's expert team of staff. To award your degrees, AUB must ensure the standards expected of UK degrees and the quality of the provision are met by your course.

Pathway Leaders:

GradDip Arts: Carving	Tom Young t.young@cityandguildsartschool.ac.uk
GradDip Arts: Conservation	Dr Marina Sokhan m.sokhan@cityandguildsartschool.ac.uk
GradDip Arts: Fine Art	Andy Bannister a.bannister@cityandguildsartschool.ac.uk

The Course Aims

The Graduate Diploma Arts course aims to:

- provide a specialist education centred on applied knowledge that enables you to progress from previous educational or employment experience to postgraduate level study of either Carving, Conservation or Fine Art;
- provide a balanced and holistic curriculum that meaningfully integrates historical, critical, cultural, professional, technical, social and theoretical contexts with practice;
- enable you to develop a professional practice through speculative enquiry, exploration, experimentation, research, analysis and synthesis;
- foster a creative learning environment that supports you, no matter what your background is, to be pro-active participants in your own learning, preparing you for the challenges of further study and beyond to your professional futures.

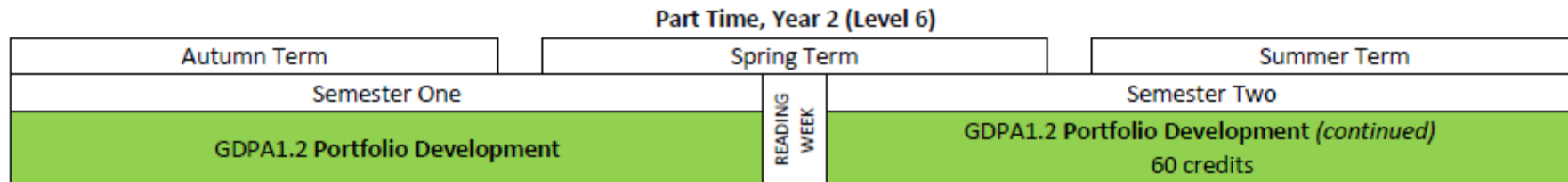
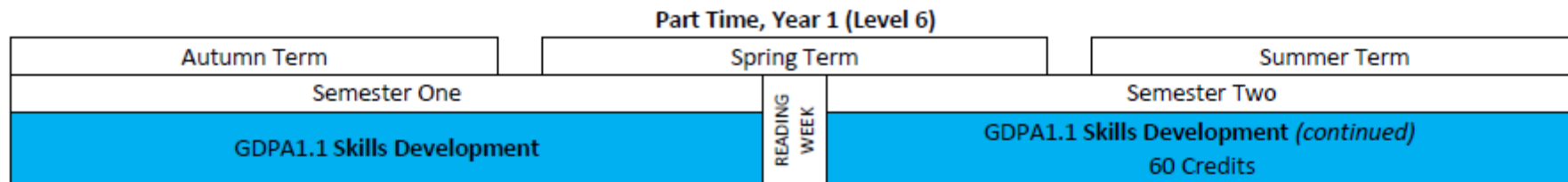
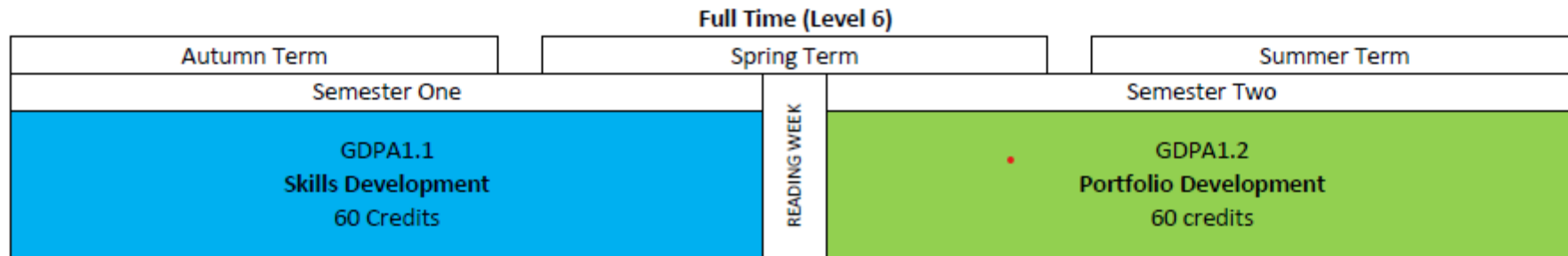
The Course Learning Outcomes

The Course Learning Outcomes relate to the UK Framework for Higher Education Qualifications Level 6,.

On successful completion of the course you should be able to demonstrate:

1. Systematic understanding of the specific historical, contemporary and social contexts of your practice;
2. Systematic understanding of the appropriate professional strategies relevant to your practice and ambitions;
3. Effective and considered approach to documenting and presenting your professional practice;
4. A range of developed practice skills employed to plan and initiate project work;
5. Analysis, evaluation, critical reflection, interpretation and contextualisation employed to effectively communicate complex findings and arguments;
6. Evaluation and critical reflection supporting decision-making;
7. Sustained and effective project management and evaluation of a self-directed programme of study;
8. A range of research skills that can be applied to other study and employment contexts.

Course diagram



GDPA1.1 Skills Development

GDPA1.1.1	OVERVIEW
Credit	60
/ECT value	(30)

Overview This unit, that runs for the first half of the course, provides you with the opportunity to gather the skills and experience necessary to complement your pre-existing skillset to support you to access postgraduate level study on one of our specialist MA courses.

Initial meetings with your [Pathway Leader](#) and your [Personal Progress Tutor](#) will involve an evaluation and analysis of your existing knowledge and skills. This process will be specific to your chosen pathway but is likely to involve a portfolio review and questionnaire alongside tutorial discussion. Following this you will work with your tutor to negotiate a Study Agreement to prepare you for the challenges of postgraduate learning within [Carving](#), [Conservation](#) or [Fine Art](#). While your Study Agreement may include a range of projects from the relevant undergraduate programme your tutor will set you specific tasks and goals to achieve for the unit. Tutorials will provide opportunities to reflect on and review your progress towards your goals. Throughout your learning programme you will maintain a [Personal Development Archive](#), which will record and reflect upon your research findings and skills development. You will present your work as a project portfolio for assessment and your work will be assessed as equivalent to Level 6/ 3rd year BA.

Your programme will be delivered by specialist tutors from your pathway and you will learn alongside students studying on the BA(Hons) in your chosen subject area in the case of Fine Art, Conservation and Carving.

Learning outcomes *In order to successfully complete this unit your work should demonstrate:*

1. Knowledge and understanding of historical, contemporary and social contexts of your practice;
2. Systematic understanding of the appropriate professional strategies relevant to your practice and ambitions;
3. Coherent articulation of your aims and concerns;
4. A range of developed technical skills employed to effectively support your practice;
5. Analysis, evaluation and critical reflection employed to develop practice skills;

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6. Synthesis of material, historical and contextual research and problem-solving evidenced in your portfolio;
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7. Effective employment of time and project management skills.
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Learning hours 600

Learning hours breakdown The breakdown of learning hours will depend on the individual Study Agreement as determined by the diagnostic assessments. As a very general guide you might expect learning hours to be divided as follows:

Scheduled learning and teaching activities: 60%

Guided independent learning: 40%

Essential References An individual reading list will be constructed for you at the beginning of the unit following the evaluation and analysis of your existing knowledge and skillset.

GDPA1.1.2 LEARNING & TEACHING

Learning & Teaching Methods Depending on the individual Study Agreement the unit will be delivered with a range of learning and teaching methods including for example: workshops, seminars, lectures, 1 to 1 tutorials, group critiques, self-directed study, work on live projects.

Indicative Content The unit will include a range of approaches to learning and will be specific to the individual Study Agreement devised for you and the sessions you will attend. Common elements that every student will experience include:

- induction and orientation, course content and learning strategies;
- introduction to the Personal Development Archive;
- workshop Practice, Health & Safety;
- Personal Progress Tutorials;
- mid-unit review/ formative assessment; and
- your Personal Progress Tutor will help you navigate your route through the course, ensuring you understand what is expected of you and what sessions you should attend.

GDPA1.1.3 ASSESSMENT

Assessment will be based on the presentation of work produced during the unit including developmental, practical and contextual research material with completed project work.

Requirements You should submit work produced during the unit to include:

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- a portfolio of project work;
 - your Personal Development Archive including your Study Agreement and a schedule of the sessions attended; and
 - illustrated self-evaluation report 500-750 words.
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Alternative forms of assessment

These are the standard requirements for the assessment of this unit. Alternative forms of assessment will be detailed in the unit or project brief for those students who possess a needs assessment for specific learning difficulties, such as dyslexia and dyspraxia. For students with other specific learning difficulties, such as AD(H)D, or students with a disability, alternative forms of assessment will be designed in relation to your individual needs assessment.

Academic good practice

Submissions that are considered to be the result of collusion or plagiarism or other forms of academic misconduct will be dealt with under the Art School's 'Upholding of Academic Integrity' Policy, and penalties may involve the loss of academic credits. Except where the assessment of an assignment is group based, the final piece of work that is submitted must be your own work. You must ensure that you acknowledge all sources you have used. You will find very useful guidance on good academic practice and avoiding plagiarism on the Course Moodle site, while there are also hard copy leaflets on Correct Referencing available in the library.

Feedback

Written and verbal feedback will be provided within 20 term-time days of the summative assessment.

Date & time

The week, date and time of your assessment will be notified in unit briefings and detailed on Moodle.

Marking Criteria

Your grade for the unit will be determined by your achievement of each learning outcome when judged against the marking criteria.

Grade	PASS					FAIL		
	90-100%	Distinction 80-99%	70-79%	Merit 60-69%	Pass 50-59%	40-49%	1-39%	0%
Marking Criteria	There is consistent and strong evidence with outstanding examples that demonstrate and at times exceeds...	There is substantial and strong evidence with excellent examples that demonstrate...	There is substantial evidence with some very good examples that demonstrate...	There is consistent evidence with some good examples that demonstrate...	There is adequate evidence with some sound examples that demonstrate...	There is inadequate evidence, with some examples of potential to demonstrate...	There is inadequate evidence to demonstrate...	No work submitted to demonstrate...
Learning Outcomes	<ol style="list-style-type: none"> 1. ...knowledge and understanding of historical, contemporary and social contexts of your practice; 2. ...systematic understanding of the appropriate professional strategies relevant to your practice and ambitions; 3. ...coherent articulation of your aims and concerns; 4. ...a range of developed technical skills employed to effectively support your practice; 5. ...analysis, evaluation and critical reflection employed to develop practice skills; 6. ...synthesis of material, historical and contextual research and problem-solving evidenced in your portfolio; 7. ...effective employment of time and project management skills. 							

GDPA1.2.1	OVERVIEW
Credit	60
/ECT value	(30)

Overview	<p>Running for the second half of the year for full time students, or for the whole of the second year for part time students, the Portfolio Development unit provides you with the opportunity to synthesise pre-existing and newly acquired skills, knowledge and understanding.</p> <p>Following feedback and discussion of the outcomes of the assessment of the Skills Development unit you will propose the next phase of your individual Study Agreement with your personal progress tutor and select from taught sessions and projects from relevant undergraduate programmes. While progress on the unit will be supported by regular meetings with your tutor to evaluate areas for further development, this unit requires you to take increasing responsibility for the direction of your work. A Formative Assessment Portfolio Review meeting midway through the unit with the Pathway Leader and your tutor will provide you with the opportunity to review your achievements against the Level 6 Learning Outcomes of the unit and the relevant MA course selection criteria. In this way you will be supported to identify areas requiring further development and where necessary any adjustments necessary to your Study Agreement.</p> <p>The main focus of the unit is to enable you to develop a strong portfolio that evidences the range and depth of the knowledge and skills you have acquired and/or further developed through the course. Your project work should therefore be sufficiently ambitious to ensure that you can demonstrate the necessary depth of understanding and technical proficiency required to tackle the challenges of postgraduate study in your chosen specialist subject.</p> <p>In your Personal Development Archive you will record your learning and reflect upon your achievement. At this level, equivalent to the final unit of a BA (Hons) degree, your PDA should illustrate a systematic approach to research and practice fuelled by your curiosity and motivation to study the subject at a higher level.</p> <p>You will be allocated a space for the Summer Degree Show Exhibition to present selected work alongside the BA (Hons) students in your chosen pathway, this provides valuable professional practice opportunities for you and is a fitting conclusion to your work during the year.</p>
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Learning outcomes	<p><i>In order to successfully complete this unit your work should demonstrate:</i></p> <ol style="list-style-type: none"> 1. Systematic understanding of the specific historical, contemporary and social contexts of your practice; 2. Effective and considered approach to documenting and presenting your professional practice; 3. A range of developed practice skills employed to plan and initiate project work; 4. Analysis, evaluation, critical reflection, interpretation and contextualisation employed to effectively communicate complex findings and arguments; 5. Evaluation and critical reflection supporting decision-making; 6. Sustained and effective project management and evaluation of a self-directed programme of study; 7. A range of research skills that can be applied to other work and study contexts.
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Learning hours	600
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Learning hours breakdown	<p>The breakdown of learning hours will depend on the individual Study Agreement as determined by the diagnostic assessments. As a very general guide you might expect learning hours to be divided as follows:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Scheduled learning and teaching activities:</td> <td style="text-align: right; padding: 2px;">40%</td> </tr> <tr> <td style="padding: 2px;">Guided independent learning:</td> <td style="text-align: right; padding: 2px;">60%</td> </tr> </table>	Scheduled learning and teaching activities:	40%	Guided independent learning:	60%
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Essential References	You will propose an individual reading list at the beginning of the unit to support your studies and research ambitions.
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GDPA1.1.2 LEARNING & TEACHING

Learning & Teaching Methods	Depending on the individual Study Agreement the unit will be delivered with a range of learning and teaching methods including for example: workshops, seminars, lectures, 1 to 1 tutorials, group critiques, self-directed study, work on live projects.
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Indicative Content	<p>The unit will include a range of approaches to learning and will be specific to the individual Study Agreement, the sessions you attend and the scope of your project work. Common elements that every student will experience include:</p> <ul style="list-style-type: none"> • Subject Peer Group interaction and feedback on Portfolio developments • Personal Progress Tutorials • Mid-unit Portfolio Review/ formative assessment
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