

## Application Information

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### Postgraduate Diploma Arts Learning and Teaching in Higher Education (PG Dip ALTHE)

This professional development course leads to the award of a recognised teacher training qualification, and is open to those who currently teach and those in learner support roles. Applicants must have at least one year's experience of teaching or supporting learning in Higher Education. We welcome students from a wide range of artistic disciplines; Dance, Theatre, Drama, Visual arts, Music, Circus, and Media.

**To make your online application you will be required to enter / upload the following information:**

- 1. Personal Details** (name, address, contact details etc.)
- 2. Your current highest academic qualification**
  - a. Highest qualification level; Undergraduate (Level 4-6), Postgraduate (Level 7) or above.
  - b. Title of highest qualification level.
  - c. Name of Higher Education Institution at which you studied this qualification.
- 3. Your current teaching or supporting role in Higher Education**
  - a. Title of current teaching or supporting role in Higher Education.
  - b. Name of Higher Education Institution you are currently working in.
  - c. The course level/s that you are teaching or supporting
    - i. Foundation/Access courses
    - ii. Undergraduate (Level 4-6)
    - iii. Postgraduate (Level 7) or above

4. **Your letter of application** (*to be uploaded, maximum 1000 words*) which should include:
- Your philosophy surrounding learning teaching and/or supporting students in Higher Education (especially in relation to your field of expertise)
  - Explanation as to how this course will contribute towards your continued professional development as someone who teaches and/or supports learners in higher education
5. **A reference from your place of work** (*to be uploaded*) to include:
- The full name, job title, email address and signature of the person who will take on the role of professional mentor for you whilst on work placement.
  - Confirmation of number of student contact hours within your current post(s) that you will teach/support during the PG Dip ALTHE. *We recommend a minimum of 10 student contact hours per week to act as a valuable resource to learning.*
6. **Equality and Diversity Information** (ethnicity, disability and household income). The information you give in this section is used for statistical and monitoring processes only and does not form any part of the selection or admissions process.
7. **Submit and pay the application fee\***. Once you submit your application you will then be directed to the **NSCD Box Office Online** to pay the £50 application fee.
- \*CDD employees are exempt from this application fee and should contact [admissions@nscd.ac.uk](mailto:admissions@nscd.ac.uk) to request a promotion code to use when booking your application place through NSCD Box Office Online.*
8. After you have submitted your application you will receive an **email confirmation**. *Please check and save this email; it may go directly to your junk box so we recommend you check there.*

### Application Outcomes

We aim to view applications within 2 weeks of receipt during term time. If you are shortlisted for a place we may arrange a skype interview with you; you are not required to attend an interview at NSCD. Offers are then made shortly afterwards. Applicants who are offered a place will be given 2-3 weeks to accept. Feedback is available on request to [admissions@nscd.ac.uk](mailto:admissions@nscd.ac.uk) and will be provided after the final offers are made.