



Royal Conservatoire
of Scotland



Transitions

**Student Handbook
2022/23**

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Welcome

Congratulations and the warmest of welcomes.

We are really excited to be working with you and hope that you have a challenging and rewarding experience as a Transitions student at the Royal Conservatoire of Scotland (RCS). This handbook should give you all the information you need to have a successful year with Transitions.

Please read this carefully to ensure you understand what to expect from us and what we expect from you. If there is anything you don't understand please get in touch - our contact details can be found in the useful contacts section.

What does Transitions offer you?

Transitions aims to support students towards a positive destination in higher education. This usually means a degree course at a conservatoire or university, or for some, it may be a place at college. The Transitions programme is designed to give you the knowledge and confidence you need to take the next step towards a career and life in the creative industries.

Transitions commits to offering each student the following:

- A funded learning package, providing you with high-quality tuition
- Personal growth and development workshops, advice and guidance and/or coaching
- Financial support towards the costs of travel and essential equipment for your Junior Conservatoire and Transitions activities
- Opportunities to talk, reflect, collaborate and perform with your peers
- Opportunities to enhance and develop skills for learning, work and life
- Opportunities to see and discuss performances

Level 1: Pre-Juniors and Primary Instrument students

As a pre-Juniors or Primary Instrumental student, we recognise that you are just starting out on your journey. We want you to enjoy your time with us so, in addition to your RCS Junior Conservatoire classes, you will attend One Transitions activity per term. This may be a group trip to see a performance such as the RCS annual pantomime or a group activity where you can meet each other in a creative and fun environment.

Level 2: Junior Conservatoire and Bespoke students aged 11 to 15 (as at 31 August)

For students who are above pre-Juniors age up to the age of 15 on the 31 August, you will participate in two activities per term. One of these will be a performance trip either at the RCS to enable you to see the work of current .

The second activity will be related to the performance trip you have been to see and may include writing or recording a review, attending a group workshop or participating in a conversation with the performance or production team.

Level 3: Junior Conservatoire and Bespoke students aged 15 upwards (not applying for full-time study at RCS this year)

For students aged 15 on or before 1 September, you will participate in two activities per term. One of these will be a performance trip either at the RCS or externally to continue to build your knowledge and further enhance your ability to discuss the kind of artist you want to be.

The second activity will be a group workshop helping you to develop skills for life. These may include subjects such as team working and collaboration, confidence and resilience, assertiveness or goal setting.

*Music students who are in the year before making their higher education application will also attend a consultation lesson with the RCS department they will be applying to, so that they can start to build a relationship with the department. They will also get specific feedback to help prepare for their audition the following academic year.

Level 4: Year of Application, All students applying for full-time study this academic year

Students in their Year of Application are offered a comprehensive programme of activity designed to prepare them for a positive audition experience. The programme includes:

- One to One coaching (these sessions will allow you to explore areas of personal development, essential for preparing for your exciting future journey).
- Interview skills
- Assistance with applications including reviewing personal statements
- Artform specific activity such as 1:1 support on audition performance pieces, group workshops in collaboration with RCS teaching staff, access to full-time students and staff to increase understanding of what it is like to study at the RCS and build networks, assistance with making applications for funding (for students who receive offers) and skills-based training such as time management and budgeting
- 3 performance trips

Students are offered optional activities such as additional performance trips and collaborative projects, however these will not form part of the core programme.

It is important that year of application students update the Transitions team of all applications they make to any higher education Institution, and all offers they receive as well as their final decisions. The Team

provides unbiased guidance and support throughout the decision-making process.

What do we expect of you?

- Develop good communication skills. It is essential that you check emails and phone messages regularly. We recommend that you set up a new email address (e.g. jsmithTransitions@gmail.com or other email provider). We are happy to help you do this. If you find it difficult to access e-mail, or you have any support requirements, please let us know as soon as possible.
- If you experience a change in circumstances, you should inform the Transitions team straightaway. A change in circumstances may mean a new address, new e-mail address or phone number
- If you want to change your study pathway, it is important you contact us to discuss this change. It does not necessarily mean that you will lose your Transitions place, but you are likely to be required to attend an audition/interview and there is no guarantee that a space will be available.
- In order to help improve the service Transitions provides, we offer several opportunities for you to feedback on your experiences. It is important that you participate so that Transitions continues to meet the needs of our students and for you to develop your skills of reflection.
- As a fully funded student you are expected to demonstrate a high level of commitment through regular attendance and progress in your Junior Conservatoire of Short Courses classes. This is monitored by teaching staff and the Transitions team receive regular feedback

Please read this section carefully to fully understand what we expect from all Transitions students. You will sign a student agreement with us for one year in line with the offer you have received. Meeting the conditions of your student agreement is essential, not only to develop your personal and professional skills but also to be considered for a place the following year.

Financial Support

Transitions can help you with a contribution towards the costs of attending activity at RCS. You will have the opportunity to complete an online application and we encourage students to access this where these costs are a barrier or place a financial strain upon the student and/or their parent or carer. There are limited funds available within the financial support scheme, but the process of deciding how much support each student receives has been designed to be as sensitive and fair as possible.

From time to time you may wish to take part in an activity that is not funded by Transitions. Please get in touch and although we are unable to provide financial support, we may be able to signpost you to external organisations or charities where you could apply for funding.

Frequently Asked Questions

What happens if I miss Transitions events?

If you miss a Transition event without letting us know in advance, in the first instance we will contact you to make you aware you have missed the event and check everything is OK. Should you miss multiple events, you may be invited to a review meeting either at the end of that term or the end of year to discuss your place with Transitions. Transitions has a limited number of places available for students and we expect students to be committed and enthusiastic about the opportunities offered. You will be made aware of your obligations when you sign your student agreement and the start of year enrolment process.

Who do I contact if I can't attend my RCS Junior Conservatoire or RCS Short Courses class?

Junior Conservatoire and the Short Courses teams have their own processes in place for reporting absences which you must follow. Transitions meet these teams on a regular basis to discuss student attendance and progress and if concerns are raised you may be invited to a review meeting.

What happens if my financial situation changes during the year?

Please get in touch with us as soon as there are any financial situation changes, we will do our best to support you to attend all activity at RCS.

Do I have to reapply at the end of the year?

We will send you a form to be completed at the end of Term 2 asking whether you wish to continue with Transitions in the next academic year. Transitions will review these requests taking into account any review meetings, your attendance and progress as well as the number of places we have to offer at each age and stage and you will either receive an offer or an email telling you that we will not be making you an offer.

When should I tell Transitions about higher education courses I have applied to?

Please let us know as soon as you have completed any applications. We recommend that you send us a screen print from your UCAS and/or UCAS Conservatoire account. Transitions reports on all applications made to higher education.

Can I talk to someone if I am struggling or worried about my RCS activity?

Please do get in touch as soon as you are struggling or worried about anything to do with your RCS activity. Contact us using the main email address transitions@rcs.ac.uk and we can make sure that the right person gets back to you as soon as possible.

Who do I contact if my situation at home has changed?

You should notify us of any changes as soon as possible using the main email address transitions@rcs.ac.uk It is essential that our records are up to date.

Where do I find out about all the activities Transitions and Fair Access offers?

We will contact you by email with all the details of your activity in each term. You can also check the Student Zone [Calendar](#) and we regularly post details of activity on social media. Although we send out reminders closer to activity, it is your responsibility to update your planner or diary and ensure that you attend your compulsory activity.

Can Transitions pay for my music grade exams?

Transitions will pay for Music Theory Grade 5 as this is the required standard for entry to RCS. If you need to re-sit the exam, please contact the team to discuss this. We are unable to fund any practical music exams.

Does Transitions pay for the extra Juniors activity I sign up for?

Unfortunately, we are unable to pay for additional Juniors activity in addition to the offer you are made at the start of the academic year. If you have any questions about this please get in touch before signing up.

Who do I contact if I do not have the right equipment to attend my classes or Transitions activity?

Please get in touch with us with any equipment requests. We have limited funds available through the Financial Support scheme and if the equipment is essential, we may be able to contribute to these costs. Occasionally we can also meet these costs in full (situation dependent).

Who do I contact if I have some good news to share with Transitions?

We love to hear good news, please share yours by emailing transitions@rcs.ac.uk We will try to share this on our social media sites, newsletter, student portal and/or website. If you have a photo to go alongside your good news please send that to us as well.

How to interact with the Team

We run a few groups that you can get involved with:

- Transitions Monthly Weekend Drop In
- Transitions Students Focus Group
- Fair Access BIPOC Students Focus Group
- Fair Access Care Experienced and Estranged Students Focus Group

If you are interested in getting involved with any of these please drop us a message at transitions@rcs.ac.uk We also send regular newsletters to update you on all Transitions and Fair Access news, stories and opportunities.

Can I invite Transitions to visit my school or college?

Absolutely, we welcome any opportunity to share information and news about Transitions, please get in touch by emailing transitions@rcs.ac.uk

What happens if I live far away from Glasgow and I need to attend activity at RCS?

All students are eligible to apply for a contribution towards travel costs through the Financial Support scheme. We recognise that students who have to travel a long way to attend activity may require overnight accommodation and we will work directly with you to make these arrangements. Please contact us on transitions@rcs.ac.uk with any individual enquiries.

Do I have to fill in the surveys you send me?

From time to time, we will send out student surveys in order to get your feedback on specific activity so that we may continue to improve what we offer. Whilst this is not compulsory, we expect our students to be reflective and willing to share their experiences with other students and strongly encourage your participation.

The Team and Useful Contacts

The Team

Andrew Comrie | Fair Access Director

Jesse Paul | Fair Access Manager

Carole Williams | Transitions Coordinator

Tara Taylor Craig | Transitions Coordinator

Yvonne McLellan | Transitions and WACI Coordinator, Technology Enhanced Learning

Morag Robertson | Transitions Administrator

Louise Brown | Fair Access Outreach and Engagement Officer

Jamie Lee Aitken | Fair Access Coordinator

Rebecca Skeoch | WACI Coordinator & Administrator

Visit our [Meet The Team](#) page on the Transitions website to read more.

Useful Contacts

Transitions

Email: transitions@rcs.ac.uk

Phone: 0141 270 8303

Juniors

Music Contact: juniorsmusic@rcs.ac.uk

DDPF Contact: juniorsddpf@rcs.ac.uk

Find Us Online

Fair Access Website: rcs.ac.uk/fair-access

Transitions Website: rcs.ac.uk/transitions

Student Zone: portal.rcs.ac.uk/tstudents

Learning Zone: portal.rcs.ac.uk/fairaccess

Say Hello on Social Media

Twitter, Facebook, Flickr: [@transitionsrscs](https://www.instagram.com/transitions_rcs)

Instagram: [@transitions_rcs](https://www.instagram.com/transitions_rcs)

Vimeo: vimeo.com/rcsfairaccess

You Tube: [Channel](#)

**We wish you lots of luck and hope that you have a
wonderful year!**