

THE DIPLOMA IN SPEECH AND DRAMA EDUCATION APPLICATION FORM

- Before completing this form, please read through the accompanying notes.
- All sections must be completed in BLOCK CAPITALS, using black ink or black type.
- Completed forms should be sent to: LAMDA Examinations, 155 Talgarth Road, London W14 9DA.

1 Personal Details

Surname/Family Name:		First Names in full:	
Title (Mr/Mrs/Ms/Miss):	Date of birth:	Gender:	
	Day Month Year	Male <input type="checkbox"/>	Female <input type="checkbox"/>
PIN Number:	Ethnic Code:	Country of Usual Residence:	
Permanent address:		Address for correspondence (if different):	
Postcode:		Postcode:	
Telephone:		Telephone:	
Fax:		Fax:	
Email:		This address will be valid until:	

Do you have any medical conditions or disabilities that require special arrangements? <i>If yes, please provide details and any documentation on a separate sheet.</i> <i>Further guidance is available in the LAMDA Customer Service Statement.</i>	Yes	No
	<input type="checkbox"/>	<input type="checkbox"/>

2 Entry Requirements

Applicants must have either:	
A Successfully completed the LAMDA Certificate in Speech and Drama: Performance Studies.	<input type="checkbox"/>
OR	
B Successfully completed equivalent qualifications through other Awarding Bodies or Higher Education Institutions. Applicants who wish to apply with equivalent qualifications must seek approval in writing from the Head of Examinations prior to submitting this form.	<input type="checkbox"/>
OR	
C Professional performance experience as an equivalent qualification. Applicants must provide a detailed Curriculum Vitae with contact names and addresses of employers to the Head of Examinations prior to submitting this form.	<input type="checkbox"/>
Please remember to submit either a copy of your certificate for A , or a copy of your acceptance letter from the Head of Examinations for B and C .	

3 Accredited Prior Learning (APR)

Previous experience and learning will be recognised and accredited by LAMDA. Please read section 3 of the accompanying notes. If you feel you are eligible for APR, please indicate below and submit the relevant evidence with this form.

- Qualified Teacher Status
- Prior Experience
- Other Qualifications

4 Academic and Professional Qualifications

Please list below your academic and professional qualifications, starting with the most recent first.

Name of School, College, University, Institute, etc.	Dates	Qualification	Grades/Level

5 Other Qualifications relevant to the application

Please list below any qualifications, not listed above, which you feel are relevant to the application.

Name of Awarding Body	Dates	Qualification	Grades/Level

6 Occupational Background

Please list below your most recent and/or relevant work experience (paid).

Employer	Nature of Post	Dates

7 Occupational Background

Please list below any voluntary work you have completed.

Employer	Nature of Post	Dates

8 Personal Statement

Please enclose a separate sheet telling us why you want to be involved in speech and drama education.
You must demonstrate:

- an enthusiasm for speech and drama
- a commitment to speech and drama within the wider educational context
- a commitment to equal opportunities

This statement must be no less than 1,000 words and no more than 1,500 words.

9 References

Please submit two written references with this form. Please give details of your referees below.

1 Name: Job Title: Address: Telephone:	2 Name: Job Title: Address: Telephone:
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10 Course Provider Details

Please provide details of your course provider below:

Name: Address: Telephone: OR Details are as of Referee 1 <input type="checkbox"/> Referee 2 <input type="checkbox"/>

11 Criminal Convictions

Do you have any criminal convictions? Yes <input type="checkbox"/> No <input type="checkbox"/> LAMDA has a responsibility not to enter candidates who would be debarred from undertaking teaching practice or observations in schools. Therefore you are required to tick the 'yes' box if you have a conviction including spent sentences and cautions. If you want to check if this applies to you, please contact the Head of Examinations. If you tick the 'yes' box, we shall ask you to send more details. If you do not tick either the 'yes' or the 'no' box we will not process your form. If you are convicted of a criminal offence after you have submitted this form, please inform us.
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12 Declaration

I can confirm that, to the best of my knowledge, the information given in this form is correct and complete and no information requested or other material information has been omitted. I give my consent to the processing of my data. I accept that if I do not fully comply with LAMDA's requirements, LAMDA has the right to cancel my application and I shall have no claim against LAMDA in relation thereto.	
Applicant's Signature:	Date:
Please indicate how you first heard about this qualification:	

GUIDANCE NOTES FOR COMPLETION OF THE DIPLOMA IN SPEECH AND DRAMA EDUCATION APPLICATION FORM

■ PLEASE READ THESE NOTES IN FULL BEFORE COMPLETING THE APPLICATION FORM

LAMDA confirms its commitment to a comprehensive policy of equal opportunities, in which individuals are selected and treated on the basis of their relevant merits and abilities. The aim of this policy is to ensure that no applicant, student or employee should receive less favourable treatment on any grounds that are not relevant to good educational or employment practice.

1 Personal Details

Ethnic Codes

01	White, British	09	Pakistani
02	White, Irish	10	Bangladeshi
03	White, any other white background	11	Any other Asian background
04	Mixed, white and black Caribbean	12	Caribbean
05	Mixed, white and black African	13	African
06	Mixed, white and Asian	14	Any other black background
07	Any other mixed background	15	Chinese
08	Indian	16	Any other please write in

Medical conditions or disabilities

If you have any condition that may require special facilities, please indicate this in this section and give any further information necessary on a separate sheet. This information will be treated confidentially and is solely intended to determine the level of provision you might require to support your studies. We do not regard disability or medical concerns as a reason for turning down any application.

2 Entry Requirements

Minimum Age

Applicants must be at least 19 years of age prior to qualification entry.

Qualifications

Applicants must have successfully completed the LAMDA Certificate in Speech and Drama: Performance Studies prior to qualification entry.

Successful completion of equivalent qualifications offered through other Awarding Bodies or Higher Education Institutions will be considered. Applicants who wish to apply with equivalent qualifications must seek approval in writing from the Head of Examinations prior to submitting the Application Form. Original supporting documentation must be provided, which will be returned to the applicant.

LAMDA will also consider extensive professional performance experience as an equivalent qualification. Applicants must provide a detailed Curriculum Vitae with contact names and addresses of employers to the Head of Examinations, prior to completing the Application Form (see below). Any original documentation will be returned to the applicant.

3 Accredited Prior Learning (APL)

You may have qualifications or experience (alongside or in addition to the **Entry Requirements** above) that LAMDA will recognise and accredit.

Qualified Teacher Status

Those candidates who have already obtained qualifications enabling them to teach in a primary or secondary school and therefore possess Qualified Teacher Status will be accredited part of Unit 3.

Candidates with Qualified Teacher Status will not be required to undertake initial observations for Supervised Teaching Practice and will only be required to undertake 5 hours of Supervised Teaching Practice overall. Supervised Teaching Practice will therefore test the teaching skills already achieved in a speech and drama context.

Candidates must submit evidence of successful completion of their qualification plus their Qualified Teacher Status number with their form.

Prior Experience

Those candidates who have already been teaching speech and drama within a primary or secondary school for more than one year but do not possess Qualified Teacher Status will be accredited part of Unit 3. Candidates who meet this criteria will not be required to undertake initial observations for Supervised Teaching Practice and will only be required to undertake 10 hours of Supervised Teaching Practice overall.

Candidates must submit evidence of prior experience, which will include a signed statement from the Head Teacher or Principal of the educational institution, with their form.

Other Qualifications

Those candidates who have completed a similar accredited qualification in speech and drama education with another Awarding Body will be accredited part of the LAMDA Diploma. This will depend on the type of study undertaken as part of the qualification. Candidates must submit a detailed outline of the completed qualification, plus written reports, results and certificates with their form.

4 Academic and Professional Qualifications

Please list all your academic qualifications from the age of 16 onwards and any professional qualifications you may have. If you would like these qualifications to form part of APR (as above) please submit evidence of successful completion.

5 Other Qualifications

Please list any other qualifications which you feel are relevant to your application. If you would like these qualifications to form part of APR (as above) please submit evidence of successful completion.

6 & 7 Occupational Background

Please list your most recent or relevant work experience, both paid (section 6) and unpaid (section 7). If you would like this experience to form part of APR (as above) please submit evidence of prior experience, which will include a signed statement from the Head Teacher or Principal of the educational institution, with your Application Form.

8 Personal Statement

Please submit a personal statement which details why you want to be involved in speech and drama education. You may wish to expand further on a particular element of work or voluntary experience that you feel provides a good example of your commitment to speech and drama. You should write the statement in the form of an essay and it should be a minimum of 1,000 words but not exceed 1,500 words.

9 References

Please submit two written references and give details of your referees in the boxes provided. At least one referee should be familiar with your work. Both should comment upon your suitability for this diploma.

10 Course Provider Details

Please indicate who your course provider or teacher will be. This person may also be your referee (as above).

11 Criminal Convictions

All applications are considered on the basis of academic and/or professional merit, and the declaration of a previous criminal conviction will not automatically affect your admission onto the diploma. However, you must state any criminal conviction, including spent sentences and cautions, with the application. If you are in doubt please contact the Head of Examinations or Deputy Head of Examinations to seek advice.

12 Declaration

Please check the form carefully. If it is correct and complete, sign and date the declaration section.

LAMDA confirms that applications are normally confidential between: applicants; referees; appropriate staff within LAMDA and the applicant's school, college or organisation.

However, LAMDA is committed to detecting and preventing fraud and has the right to give outside organisations, including the police, the Home Office, local authorities, or other awarding bodies, information on the applicant's form.

Please send the application form and all supporting evidence to:

LAMDA Examinations, 155 Talgarth Road, Barons Court, London W14 9DA. Tel:+44 (0) 20 8834 0520