

**PROGRAMME APPROVAL FORM
SECTION 1 – THE PROGRAMME SPECIFICATION**

1. Programme title and designation		For undergraduate programmes only		
PgDip in Theatre Costume		Single honours	Joint	Major/minor
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Final award				
Award	Title	Credit value	ECTS equivalent	Any special criteria
MA	Theatre Costume	180 credits	90	
3. Nested award				
Award	Title	Credit value	ECTS equivalent	Any special criteria
N/A				
4. Exit award				
Award	Title	Credit value	ECTS equivalent	Any special criteria
N/A PG Cert	Theatre costume	60	30	
5. Level in the qualifications framework		M		
6. Attendance				
	Full-time	Part-time	Distance learning	
Mode of attendance	X	N/A	align="center"> N/A	
Minimum length of programme	2 academic years	N/A	align="center"> N/A	
Maximum length of programme	4 academic years	N/A	align="center"> N/A	
7. Awarding institution/body		King's College London		
8. Teaching institution		Royal Academy of Dramatic Art (RADA)		
9. Proposing department		RADA		
10. Programme organiser and contact Details		Diane Favell Director of Technical Training Royal Academy of Dramatic Art 62-64 Gower Street London WC1E 6ED (0207-908-4791) dianefavell@rada.ac.uk		
11. UCAS code (if appropriate)		n/a		
12. Relevant QAA subject benchmark/ Professional, statutory and regulatory body guidelines		<ul style="list-style-type: none"> No benchmark for Postgraduate Diploma but QAA Dance, Drama and Performance & Art Design were used for reference and the MA follows the same guidelines National Council for Drama Training guidelines 		

	<ul style="list-style-type: none"> • AHRC guidelines for postgraduate courses. • Recognised standards required by industry – External specialist advice provided by Head of Costume at the National Theatre
13. Date of production of specification	August 2008; updated March 2012, updated September 2023
14. Date of programme review	2023/2024
<p>15. Educational aims of the programme <i>i.e what is the purpose of the programme and general statements about the learning that takes place over the duration of the programme</i></p> <p>The main purpose of the programme is to provide a broad based practical training in the area of theatre costume and production wardrobe, enabling students to pursue a career in costume making and wardrobe supervision for theatre, opera, television and film. The course covers all areas of wardrobe, including making, pattern cutting and managerial skills and aims to prepare the students' for careers in related fields within the entertainment industry.</p> <p>The programme will enable students to gain an intelligent understanding of the creative and collaborative process of the wardrobe department and the ability to transfer that understanding to other entertainment fields.</p> <p>Due to the creative nature of the programme, the required balance of practical skills and independent learning ability are considered mandatory to progress within the programme.</p> <p>Attendance at RADA productions and development of the individual's own breadth of creative knowledge is actively encouraged as part of the programme, which also requires an understanding of the best possible experience of the theatre and the creative industries as a whole.</p>	

The programme provides a **knowledge and understanding** of the following:

1. A detailed knowledge of practice in theatre costume and wardrobe and an understanding of the structures, hierarchies and responsibilities in different theatrical contexts and environments..
2. A systematic understanding of the wider world of theatre production and in-depth knowledge of how the costume specialist works inc collaboration with other departments including props, design, wigs, wigs, hair and make up
3. Understanding of the production process and the artistic process influence each other and work together in a theatre production context
4. A full awareness of current industry practices, union rules, laws and legislation as they relate to wardrobe and the costume specialist

SKILLS AND OTHER ATTRIBUTES

Intellectual skills:

- Ability to critically apply learned theory, practice and processes across a wide range of contexts, implementing technical costume and wardrobe skills and soft skills to communicate and present information, ideas and practice effectively.
- Ability to apply understanding of other disciplines and specialisms within the theatre and production into effective collaboration which fulfils the needs of the specific production and upholds the artistic vision.
- Ability to work both independently and collaboratively, managing workloads and meeting production deadlines.

Professional values and Competencies:

Students will develop the ability to:

1. Independent creative practice.
2. Flexibility and adaptability in approach relative to specific production and project requirements and parameters.
3. On-going critical reflection of practice and continued learning and honing of craft and skills.

LEARNING AND TEACHING

Learning and teaching methods

The course is designed to develop working methods that encourage collaboration, creativity, responsibility for learning, critical reflection, self-evaluation and teamwork. You are expected to play an active part in determining and shaping your independent learning as well as learning through being a member of the creative network of RADA.

Teaching is delivered through a combination of classes, workshops, practical seminars and masterclasses with industry professionals, and your learning is further supported by your own developing practice through production show roles, placements, use of online resources, library resources, student-led presentations, self-directed study, group and individual tutorials, feedback tutorials, discussions, teamwork, exercises, information gathering/research and enquiry, critical reflection and work based learning.

Placements and Exchanges

There is one industry placement in the second year. The placement will be in the costume or wardrobe department of a producing theatre or within the area of the industry you intend to make your career. This is designed to give you the opportunity to use your skills in an unfamiliar environment, observe and develop your practice in a professional setting, and begin establishing professional connections / networking for future employment.

GRADUATE ATTRIBUTES

1. Equipped with the skills and tools to work professionally as a costume specialist in the theatre and related fields.
2. Passion and excitement for working in theatre and a commitment to being a positive and active contributor to the ever-evolving industry.
3. Open-mindedness, adaptability, and positivity in approach to work, acting autonomously and creatively in complex and unpredictable situations.
4. Excellent organisation and communication skills and an ability to work with integrity and empathy.

17. Statement of how the programme has been informed by the relevant subject benchmark statement(s)/professional, statutory and regulatory body guidelines

The Post Graduate costume course was written with reference to the Dance, Drama and Performance & the Art & Design subject benchmark statements which although addressed primarily to undergraduate programme specifications highlight the importance of the practical production/project work on productions. The MA award is a progression of this course so still holds the same values and origins.

** Practical work experienced in the performance, creation, design and presentation of theatre, performance, and production, and related areas, both in terms of process and product (Drama, Dance, Performance)

** Theoretical & research studies. (Drama, Dance, Performance)

** preparation for vocational destinations (Drama, Dance, Performance)

** The role of imagination in the creative process is essential in developing the capacities to observe and visualise, in the identifying and solving of problems, and in the making of critical and reflective judgements. (Art & Design)

** Where the notion of being 'correct' gives way to broader issues of value, are characteristic of the creative process. (Art & Design)

** Enhances the student intellect through critical awareness

** A range of professional practices that inform such areas as: anticipating and responding to change and public presentation of work. (Art & Design)

** Active learning through project-based enquiry where students' have been encouraged to develop both the capacity for independent learning and the ability to work with others. (Art & Design)

** Students produce material outcomes which require the application of practical skills. (Art & Design)

The Academy tutors are practising professionals who continue to work as freelancers in the profession on a regular basis.

The Academy also continually consults and connects with professional costume makers and wardrobe supervisors, directors, designers, costume designers and theatre costume departments to ensure the training provided remains current and realistic within the profession.

18. In cases of joint honours programmes please provide a rationale for the particular subject combination, either educational or academic N/A

19. PROGRAMME STRUCTURE

Please complete the following table and, if appropriate, to include joint, major/minor or other variations

Code = code of each module available for the programme

Title = title of each module available for the programme, plus its credit level and credit value

Status = please indicate whether the module is introductory (I), core (Cr), compulsory (Cp), one or more of however many modules must be passed to progress (CrCp), (P) professional (i.e. module testing skills/competency that has no credit level or value but is a professional body requirement) or optional (O) for each type of programme. For postgraduate programmes use the "single honours" column

Pre-requisite/Co-requisite = where appropriate please indicate whether the module is pre-requisite to another module or co-requisite by noting pre or co and the module code that it is pre/co-requisite to.

Assessment = please indicate in broad terms the assessment for the module eg written examinations, coursework

(Note: the availability of optional modules may vary slightly from year to year; the following are the modules available at the commencement of the programme)

Code	Title	Credit Level	Credit Value	Status (I, Cr, Cp, CrCp, P, O) for each type of module			Pre-requisite/ Co-requisite (Please note the module code)			Assessment
				Single	Joint	Major/Minor	Single	Joint	Major/Minor	
Full-time Study										
First Year										
MATC701	Foundation Theatre Costume Skills 1	7	20	Cr			Y			Practical project
MATC702	Foundation Theatre Costume Skills 2	7	20	Cr			Y			Practical project
MATC703	Theatre Costume Skills Development	7	20	Cr			Y			Practical project
Second Year										
MATC704	Costume Supervisor 1	7	15	Cr			Y			Practical project
MATC705	Costume Supervisor 2	7	20	Cr			Y			Practical project

MATC706	Costume Making Project 1	7	15	Cr			Y			Practical project
MATC707	Costume Making Project 2	7	20	Cr			Y			Practical project
MATC708	Costume Making or Supervision development	7	20	Cr			Y			Practical project
MATC709	Research Project	7	20							Portfolio, Seminar and viva
MATC710	Professional Development	7	10							Seminar and viva Graduating Exhibition
If a Masters programme, are level 6 credit levels permitted within the programme? n/a										
Maximum number of credits permitted with a condoned fail (core modules excluded) n/a										
Are students permitted to take any additional credits, as per regulation A4; 5.8? n/a										
Are there any exceptions to the regulations regarding credits, progression or award requirements? (where relevant the information should also differentiate the particular requirements of pathways within a programme or nested/exit awards) n/a										
Other relevant information to explain the programme structure Please note that <i>new</i> students enrolling on the information provided on this section of the PAF will have these regulations stipulated throughout their programme of study. The only exception to this will be if there are changes made by Professional, Regulatory or Statutory Bodies that are noted to this programme. The programme is studied over 2 academic years, full-time. All course elements are core to complete, including the work attachment. All course elements are compulsory, however modules may be completed in a different order than specified above to adapt the curriculum to available opportunities, most notably in the case of professional placements. The student can repeat modules as described above to achieve the required number of credits, with the understanding that the level of the challenge and skills demonstrated will increase over the duration of the course. The student's final mark is determined an average of accumulated marks from the second year of the course.										

20. MARKING CRITERIA

The marking criteria for this course follow RADA's generic system based on professionally related standards, as well as criteria devised for each specific project or role, a copy of which is made available to each student at the beginning of their course.

Overview

Assessment will be through a combination of continual assessment of practice, submission of show related paperwork, contribution to class discussions and projects, and research into practice and a professional work placement.

What do I have to do to pass?

In order to pass the programme, you must achieve the credit for every module. You must pass each module with an overall mark of 50. There may also be a requirement for you to achieve a minimum mark in each assessment. Where this is the case it will be stated in the module specification.

AWARDS

This programme can lead to one of two awards: an exit award of a Postgraduate Certificate (PgCert) on successful completion of 60 credits at level 7; and, on successful completion of 180 credits at level 7, the Master of Arts degree.

PgDip//MA The minimum percentage in the overall aggregate of module marks for classification of the award shall be:

With Distinction	Minimum 70%
With Merit	Minimum 60%
Without classification	Minimum 50%

21. Will this Programme report to an existing Board, and if so which one? If a new Programme Board of Examiners is to be set up please note name of Board here

This course reports to the I Post Graduate Courses Exam Board in July.

22. Please confirm that the process for nominating External Examiners has commenced, and if known, note whom the nominated External Examiner(s) may be

The current External Examiner for this course is Eve D'Arbly (The Lir, Dublin)

23. Particular features of the programme which help to reduce the barriers experienced by disabled students and ensure that the programme is accessible to all students who meet the entry requirements

Disability Policy

RADA welcomes applications from disabled people and judges applicants solely on their talent and potential to develop the skills required for their chosen profession. We are committed to supporting disabled students and to making appropriate adjustment where necessary. Learning Agreements are discussed where appropriate and reasonable adjustments to the course and the training methods made. RADA has a dedicated Disability

Programme approval May 2024

co-ordinator and wellbeing service aimed at creating good physical and mental health and support

Equality & Diversity:

RADA is promoting an outreach programme to encourage admissions from diverse backgrounds and are proactive in the scrutiny of their admissions process, both students and staff to create a diverse and equitable cohort. This MA course promotes knowledge and understanding of other areas in the world from a fashion perspective to promote healthy discussions from a point of knowledge.

Safeguarding

RADA has a strict policy of safeguarding training and guidance and a thorough complaint procedure, including a 'letter of concern system by which anonymous concerns can be brought to the fore. There are also several ways of raising concerns through student reps and open student forums to ensure RADA is a safe and productive place of learning.

Publicity & Programme Document:

Information regarding the content and delivery of the training is clearly communicated to students so any concerns can be addressed proactively. These documents clearly communicate the key skills that will be required during the programme, which includes the content for each module and the intended teaching methods.

Teaching methods:

A wide range of teaching methods are used, and students will have regular tutorials with the Head of Course to ensure that any barriers to learning are addressed immediately.

**PROGRAMME APPROVAL FORM
SECTION 2 – ENTRY QUALIFICATIONS**

1. Entry profile	
Academic criteria	
GCSE	Good general standard of GCSE education
AS/A Level	Very Desirable to have a Textile, Art or Fashion A-level
Aptitude tests, plus English language requirements	Candidates must be fluent in the English Language & evidence of this will be explored at interview. All candidates are sent a copy of the Academy Admissions Policy.
Degree	Applicants should normally hold a degree (2.2 or above) Well qualified candidates from other disciplines will be considered as will those with Appropriate Prior Learning (i.e. professional or semi-professional experience in the field or appropriate allied area) at a level commensurate with Masters level study.
Postgraduate degree	N/A
Professional Qualifications	N/A

2. Non-academic criteria		
Community activities	N/A	Compulsory/ Very desirable/ Desirable
Scholastic activities	N/A	Compulsory/ Very desirable/ Desirable
General activities/interests (including potential award bearing)	Desirable to have had practical experience of working in a technical area on a production Desirable to have practical making skills in relevant area Desirable to have some knowledge of pattern cutting	Compulsory/ Very desirable/ Desirable
Paid or voluntary work	Desirable to have a working knowledge of a wardrobe/ costume department in theatre or related industries	Compulsory/ Very desirable/ Desirable
Work shadowing/ observation	Desirable to have a working knowledge of theatre practices through observation	Compulsory/ Very desirable/ Desirable
Specific employment requirement	N/A	Compulsory/ Very desirable/ Desirable

3. Interviewing policy	
Are interviews offered?	YES
Are all applicants interviewed?	Some applicants may be refused an interview if it is evident that they do not meet the requirements and are unsuitable.
Are all those made an offer interviewed?	YES

What form does it take?	Applicants are interviewed by a panel of Senior tutors, lasting approximately 30 minutes.
What is considered at interview?	<ol style="list-style-type: none">1. Technical knowledge and understanding of Wardrobe and Costume as a theatre discipline.2. Previous practical experience in the relevant area.3. Standard of portfolio and sample work shown at interview and ability to discuss same.4. Level or prior knowledge of basic sewing skills, both practical and theoretical.5. Ability to converse with panel and communicate clear vocational enthusiasm and intent.6.7. Engagement and enthusiasm of Theatre and the Arts in General

PROGRAMME APPROVAL FORM
SECTION 3 – SUPPLEMENTARY INFORMATION

Not all of the information in this section will be relevant for all programmes and for some programmes this section will not be relevant at all

1. Programme name
IN THEATRE COSTUME

2. Is this programme involved in collaborative activity?

Yes

No

If yes what type of Collaborative Provision is it (*tick appropriate box*)?

Does the programme have an access/feeder Programme for entry into it?

Does the programme have an articulation/ progression agreement for entry into it?

Dual Award

Franchised Provision

Joint Award

Partnership Programme

Recognition of Study or Award of Credit through off-campus study or placement

Staff and student exchange

Validated provision

Have the relevant stages and appropriate paperwork been approved and the paperwork forwarded onto ASQ Office?

Yes

No

Not applicable

3. If the programme is a joint award with an institution outwith the University of London, validated provision or franchised provision, has the necessary approval been sought from College Education Committee?

Yes

No

Not applicable

Please attach a copy of Part 1 of the Partner Profile and checklist submitted to the College Education Committee

4. Partnership programme - in cases where parts or all of the programme are delivered away from one of the College campuses by a body or bodies external to the College please provide the following details

Students undertake work placements with leading organisations in the industry. The students are encouraged to find their own placements, developing their networking skills and ability to find work. All work placements must be approved by the course leader.

For the duration of the work placement, you will work as a full-time as a member of the team at their placement provider, to enable them to get the most out of this professional development experience. The Academy maintains contact with the student and the placement provider to monitor the experience. Additionally, students are provided with a Work Placement Handbook

If the work placement is satisfactorily completed, the student will receive a pass mark for this course component.

5. Recognition of study or award of credit through off-campus study or placement - please indicate how the time will be spent, the length of time out, the amount of credit and whether it is a compulsory or optional part of the programme

Year abroad	Year in employment	Placement	Other (please specify)
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Time spent1/2 Term.....Credit amount15*.....Compulsory/optional.....

*Credits are awarded together for the Work Placement and Final Exhibition, in recognition of the way both of these course components contribute to the student's professional development.

6. Please provide a rationale for any such time outside the College, other than that which is a requirement of a professional, statutory or regulatory body

As these students are on a vocational training course, this provides critical hands-on experience and allows them to make links with professionals who may be helpful in finding employment on completion of the course.

5. Please give details if the programme requires validation or accreditation by a professional, statutory or regulatory body

Name and address of PSB

Frequency of validation/ accreditation

Date of next validation/ accreditation

**PROGRAMME APPROVAL FORM
SECTION 4 – ADMINISTRATIVE INFORMATION**

1. Programme name MA IN THEATRE COSTUME	2. Programme code (for SDA use only)
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3. JACS code
W400

4. Estimated intake	
Low fee	High fee 4

5. Campus
RADA

6. Duration	
When will the programme start (give month and year)	September 2024
Does the programme run: Sept – Jun, Sept – Sept, Jan – Dec, other (please specify)	September to July
Are there any other entry points to the programme and if so when	No
Are any years of the programme longer than standard, if so please give details	No
Does the programme follow standard term dates?	Yes No
If no what are the term dates?	<input checked="checked" type="checkbox"/> <input type="checkbox"/>

7. Finance	
Major source of funding	
Price group for which the programme is approved	
Should the fees be billed at the programme or unit level?	
Level of fees if different from the standard level in the College's fee schedule	

8. Contributing departments/divisions/Schools (if the programme is not taught 100% by the "home" Department)		
Contributing Department/ Division/School	Nature of involvement	% contribution to teaching

**PROGRAMME APPROVAL FORM
SECTION 5 – THE APPROVAL PROCESS**

1. Programme name

MA IN THEATRE COSTUME

2. Initial approval/consultation at the planning stage

Initial approval by the Head of School*:..... Date:

(To include approval of business plan and marketing plan)

Will the new programme require new ISS stock or facilities/systems?

Yes

No

Will the new programme require any new resources (eg teaching space, staff, offices, additional support from central services?)

Yes

No

If Yes to either of the above, please attach details plus signed approval from ISS and/or School Management Accountant, Academic Facilities Manager or other relevant College officer

Which other Departments/Schools have been consulted during the design of the new programme?

3. Approval by the School Education Committee (or its equivalent)

Date programme approved:.....

Signature of the Chair of the School Education Committee*: Date:

Signature of the CEC member of the School Teaching Committee*: Date:.....

Name of the external peer:

Signature*: Date:.....

4. Approval for joint honours programmes/jointly taught programmes

Date programme approved by the other School(s):

Signature of the Chair of the other School Education Committee(s)*: Date:.....

*Electronic Signatures are acceptable – copy of email confirmation from External Peer/Specialist is also acceptable.

**PROGRAMME APPROVAL FORM
SECTION 6 – EXTERNAL SPECIALIST ADVICE**

1. Report of the external specialist

Please include comments on the following:

The nature of the interaction with the Department/School ie attendance at programme planning meetings, electronic communication, scrutiny of documentation

The extent to which the programme meets a defined market need

Subject content

Engagement with the various points of reference of the national quality assurance framework such as the *Framework for Higher Education Qualifications* and subject benchmark statements, if applicable

Engagement with the requirements of a professional, regulatory or statutory body, if applicable

Any other comments

Name:

Signature*:.....

Position:

Institution:

Address:.....

Date:.....

.....
*Electronic Signature is acceptable – copy of email confirmation from External Specialist is also acceptable.

2. Response of the department