

**Central  
Film  
School**



**Central Film School**

**BA Selection Criteria & Admissions  
Policy & Procedure**

**August 2020**

The School seeks to recruit students who possess the talent, determination and attributes to pursue a career as a film professional in the area of the BA for which they have applied.

The School's BA Programmes are open to candidates who possess secondary education qualifications or predicted results that meet our published UCAS requirement. Students are encouraged to demonstrate their ability through the submission of a show reel or pieces of written work, particularly scripts. Mature candidates without conventional academic qualifications but with experience in a related field are encouraged to apply for the programmes.

Applicants are not required to have studied film related topics, though Level 3 qualifications in visual media subjects are desirable, as are creative writing and other related subjects. If an applicant applies for the course without a qualification in a related subject or a show reel to demonstrate their ability, we ask them to demonstrate the individual qualities required through their personal statement and interview.

Successful candidates will demonstrate a passion for films and filmmaking, and will have strong communication and teamwork skills. They will be persuasive in their reasons for studying the BA for which they have applied and demonstrate the skills, talent, knowledge and aptitude for studying at degree level.

**Applicants who have met OR have predicted results which meet the minimum UCAS requirement (or equivalent) in film, media or creative writing- related subjects should meet the following criteria:**

- Personal statement demonstrating academic aptitude which enables them to undertake the chosen BA
- Portfolio or show-reel demonstrating suitable experience in visual or written media;
- Successful face-to-face or online interview

**Applicants who have met OR have predicted results which meet the minimum UCAS requirement (or equivalent) in subjects that are not film, media or creative writing- related subjects should meet the following criteria:**

- Personal statement demonstrating academic aptitude which enables them to undertake the chosen BA
- The desire to pursue a career in the film industry through their experience or work outside of their studies. This could be demonstrated through a show reel, portfolio of visual work or pieces of writing
- Successful face-to-face or online interview

**Applicants without A levels or equivalent qualifications must meet the following criteria:**

- Minimum 1 year's previous relevant industry experience and CV
- Demonstrable academic aptitude which enables them to undertake the BA through their Personal Statement and/or interview
- Successful face to face or online interview

## **Selection Process Online**

### **Application**

Students applying to one of our BA courses can apply directly through the application portal on our website or via UCAS.

A member of our Admissions Team will assess the application against the criteria listed below.

### **Invitation to interview**

A strong emphasis is placed on the quality of the personal statement and visual portfolio at the initial filter stage for applicants to be invited to interview.

At this stage we look for the following:

#### **Essential**

- As relevant to the BA sought, an demonstrable understanding of the filmmaking process and/or film as an art form
- As relevant to the BA sought, the desire and determination to embark on a career in the film industry
- Certified English-language ability for undergraduate study if required- equivalent to IELTS 6.0 minimum with a minimum of 5.5 in any component

#### **Desirable**

- Experience creating visual media as a member of a film crew
- Experience of writing a script or devising a story that has been produced as a piece of visual media
- Experience in creative writing or script writing

The Admissions Team will select suitable applicants for interview if they meet most of the above criteria.

### **Interview procedure**

Before interview, the interviewer views the show reel and reads the application and personal statement of the candidate. The School has a basic set of questions it will ask each interviewed candidate, but the interview can thereafter take on a variety of paths as the interviewer seeks to gauge the candidate's suitability for the BA.

#### **It is essential for successful candidates to demonstrate the following at interview:**

- Clear reasons why they have applied for their chosen course and the determination to successfully complete an intensive, two-year BA programme
- A strong desire to begin a career in a highly competitive industry that requires hard work and dedication to succeed
- The dedication and punctuality to meet minimum attendance and performance requirements

**It is desirable that successful candidates are able to demonstrate the following at interview:**

- A basic understanding of how the film industry works and the various roles and career paths available
- Experience of collaboration in a team and coping with high pressure situations
- The willingness to work across a variety of disciplines

The interview panel make admissions decisions in conjunction with relevant senior staff and/or Programme Leaders. Occasionally, where more information is required, candidates may be asked to attend a second interview with a different member of staff.

#### **Offer Made: Conditional**

The School may decide to make a conditional offer to a prospective BA student. This conditional offer may specify:

- Meeting minimum UCAS requirement
- Further show-reel material
- Meeting the English Language requirement as per UKVI Student Visa guidance or subsequent UK government rules

Candidates will be sent a conditional offer letter, which clearly sets out any further requirements and the timeframe in which they need to be completed.

#### **Offer Made: Unconditional**

Students meeting the essential criteria will be sent an unconditional offer letter, which clearly sets out the terms under which the offer of admission is made.

#### **Acceptance of a Place on the Course**

Unconditional offers are made subject to the applicant providing proof of qualifications at the enrolment stage. In order to accept an unconditional offer candidates should read the relevant terms and conditions and e-sign the offer letter. Applicants through UCAS may accept the offer through UCAS Track.

Conditional Offers are made with specific conditions attached, and candidates should fulfil those conditions before being issued an unconditional offer. The candidate must read the relevant terms and conditions and e-sign the offer letter in order to accept the conditional offer. Applicants through UCAS may accept the offer through UCAS Track.

Once candidates have agreed to the terms and conditions of their admission, they move into the Enrolment Stage of the admissions process.

#### **Accreditation and Recognition of Prior Learning (APL)**

If an applicant holds a relevant academic or professional qualification, the candidate may be eligible for exemption from certain modules of the programme on which they wish to study. Exemption depends on proof of having met the intended learning outcomes of the module(s). The applicant is responsible for assembling and presenting this proof.

Potential applicants for APL should contact the School for advice. There is a formal School policy and procedure for APL.

## English Language Requirements

International students are required to meet our English language requirement of IELTS 6.0 or above, with a minimum score of 5.5 in any component, or they must have completed a degree in a majority English Speaking Country as defined by the UKVI Student Visa rules.

If a student falls outside of the two categories above, or there is doubt, we shall assess their circumstances and advise them how to proceed with their application.

## Converting a Conditional Offer to an Unconditional Offer

Once the School is satisfied that all conditions are met, for example if a candidate successfully achieves the minimum English Language requirement, their Conditional Offer will be converted to an Unconditional Offer.

## Enrolment at CFS

Registration at the School takes place in two parts.

Part 1 - Online Registration: Unconditional Offer Holders that have accepted their place on the programme are sent login details to complete the registration from prior to the first day of term.

Part 2 - In Person Registration: During the first week of term, Unconditional Offer Holders will be invited to the campus to enrol, they are required to bring originals of all relevant documentation along with them, such as:

- Qualifications
- Passport or identity document
- Visa if applicable
- Proof of address

Offer Holders are deemed to be students of the school once registration is completed in full and payment of at least 1 terms fees are made directly to the school or the payment of fees has been arranged through the Student Loans Company.

## Overall Procedures

The above procedures are complemented by overall School procedures, especially the procedure for APL, representation against admission decisions, publication policy, and student induction arrangements.

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