

**Central  
Film  
School**



**Central Film School**

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

**2023-2024**

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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 undergraduate programme for which they have applied.

The School's undergraduate 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 visual portfolio, which may include a short film, pieces of written work particularly scripts, art and/or design pieces. 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.

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.

## **Selection Criteria**

**Applicants who have met OR have predicted results which meet the minimum UCAS requirements should meet the following criteria:**

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

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

- Minimum 3 years' previous relevant industry experience and CV
- Complete the [APL Process](#)
- Demonstrable academic aptitude which enables them to undertake the BA through their Personal Statement
- Visual Portfolio demonstrating suitable experience in visual or written media;
- Successful 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 our entry criteria.

### **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

- An understanding of the filmmaking process, writing for screen and/or film as an art form
- The desire and determination to embark on a career in the film industry
- For those not from a Majority English-Language Speaking Country, proven English-language ability for undergraduate study if required, such as IELTS 6.0 minimum with a minimum of 5.5 in any component or equivalent.

#### Desirable

- Experience of creating visual media such as film, art or design projects
- Experience of writing a script or devising a story
- Experience of creative writing

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

### **Interview procedure**

Before the interview, the interviewer views the visual portfolio and reads the application and personal statement of the candidate. The School has a standard 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 or an integrated foundation year followed by 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 makes 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 interviewer.

### **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 visual portfolio material
- For those not from a Majority English-Language Speaking Country, meeting the English Language requirement as per UKVI guidance.

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 the UCAS portal.

Conditional Offers are made with specific conditions attached, and candidates must fulfill 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 portal.

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)**

### **Previous studies**

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 complete the APL Process ([www.centralfilmschool.com/apl](http://www.centralfilmschool.com/apl))

### **No Formal Level 3 Qualifications**

If an applicant, over the age of 21, holds no formal level 3 qualifications, and wishes to apply based on previous experience in the workplace they are encouraged to complete the APL Process ([www.centralfilmschool.com/apl](http://www.centralfilmschool.com/apl))

## **English Language Requirements**

International students, who are not from a Majority English-Language Speaking Country, 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-Language Speaking Country as defined by the Student Route Visa guidance.

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. This will be confirmed in writing.

## **Enrolment at Central Film School**

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 or BRP card (if applicable)
- Proof of address

Offer Holders are deemed to be students of the school once registration is completed in full and tuition fees are paid in accordance with the relevant Tuition Fee Policy.

### Overall Procedures

The above procedures are complemented by overall School procedures, particularly the procedure for APL, admissions appeal and complaints procedure, publication policy, and student induction arrangements.

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