



**STUDENT A TO Z
OF INFORMATION**

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ACCOMMODATION

ATM Centres do not have an accommodation service. If you need to find accommodation, contact your local authority housing advice centre. For basic information on renting accommodation, go to the Citizen's Advice Bureau web site www.adviceguide.org.uk, and look up 'Housing'. There are many student accommodation search facilities on the web. You can also try your local Connexions office.

ALCOHOL

See also BEHAVIOUR, DRUGS and DISCIPLINE.

Alcohol is forbidden on ATM and partner premises, as is drinking alcohol off-site during the timetabled day. If you are found to

be on ATM premises under the influence of alcohol, or in the possession of alcohol, you will be subject to ATM's, or your provider's, disciplinary procedure.

APPEALS

See also ASSESSMENTS.

If you disagree with an assessment decision (internal or external), or the result of your final certification, you may appeal against this following Access to Music's Appeals Procedure. For an appeal against an internal assessment decision, please submit your appeal in writing to your year tutor/pathway leader. If your year tutor/pathway leader is the assessor, please submit it to your centre/area manager. If your centre/area manager is the assessor, or you wish to appeal against a certification decision, please submit your appeal in writing to Fiona Beadman at ATM's Leicester office. A copy of Access to Music's Appeals Procedure is available on request.

ARTIST DEVELOPMENT PROGRAMME

See also FOUNDATION DEGREES. The Artist Development Programme (ADP) is an exciting and innovative level four (higher education) course delivered at the British Academy of New Music in London. The ethos is all about preparing musicians and composers for professional work in the music industry. There are three pathways: Bands, Session Musicians and Composers. The course is accredited by Trinity College of Music/Guildhall. During the year you will receive a presentation from John Hart, the ADP Pathway leader. Check out www.accesstomusic.co.uk for more information and to apply.

ASSESSMENT

See also APPEALS and MODERATION.

All Access to Music's courses are assessed through coursework relating to units of assessment. Your work should be assessed fairly, accurately, objectively and consistently. If you are having difficulties producing written work, you have the option of videoing discussions/interviews as an alternative way of being assessed.

ALUMNI ASSOCIATION

See also REWIND.

A new society, called Rewind, has been established for all past students connected with ATM. Ex-students (alumni is the Latin

term) now have the opportunity to remain informed about, and involved in, what Access to Music is doing. Along with many other benefits, Rewind allows its members the opportunity to contact old class mates who they have lost touch with over the years. The society is accessed through ATM's web site (www.accesstomusic.co.uk/rewind), so please keep checking it to stay informed!

ATOM EVENTS

See also EVENTS, IN LOCO PARENTIS

Atom Events is ATM's dedicated events promotion 'company'. It is a unique initiative that takes music out of the classroom and into the real world of the music industry.

Atom Events' goals and objectives are to:

- provide access to a range of music experiences and opportunities;
- provide more opportunities to deepen and broaden musical interests and skills;
- improve the support structures for people's music making;
- identify and nurture our most talented musicians.

Atom Events provides performance-related outcomes at well-known professional music venues and opportunities to further your interests through the provision of master-classes, work experience, CD projects and other industry related events. Atom Events is run by Jono Heale.

ATTENDANCE & PUNCTUALITY

See also **DISCIPLINE, REVIEWS.**

You are required to attend all the scheduled sessions on your weekly timetable. If you fail to attend sessions you will be subject to ATM's, or your provider's, Disciplinary Procedure.

If you are unable to attend for any reason you must telephone your centre as soon as possible leaving a message for your year tutor/pathway leader which gives reasons for your absence. If you are under 18, any absence should be backed up with a letter from your parent/guardian. Longer-term illness will require official confirmation (e.g. a doctor's note).

Any regular appointments, e.g. dental, opticians, driving lessons etc., should be made for a time you are not timetabled to attend.

A policy regarding punctuality should be created and agreed by students and tutors at the beginning of the course. Once agreed all students must comply with this. ATM will show zero tolerance to poor attendance and punctuality.

AUDIO PRODUCER

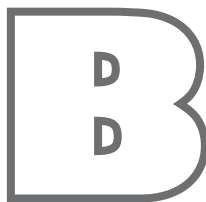
See also **CREATIVE MUSIC PRODUCER.**

A music technology related course that covers programming, sound recording and live sound engineering.

AWARDS CEREMONY

See also **NATIONAL EVENTS PROGRAMME.**

This is an annual event which rewards students for exemplary achievement over an academic year. Formerly held at BAFTA, the ceremony has now moved to the Mermaid Theatre by the River Thames in London. The event takes place in the first week of December and is usually hosted by Radio 1 DJ Edith Bowman.



BEHAVIOUR

See also **ALCOHOL, BULLYING, DISCIPLINE, HARASSMENT.**

Basic ground rules for behaviour include:

- taking responsibility for your personal safety and that of others;
- respecting the rights and views of others at all times;
- only consuming food & drink and smoking in designated areas;
- not attending under the influence of drugs or alcohol.

Unacceptable behaviour may result in you being asked to leave the premises and /

or being taken through the disciplinary procedure.

BENEFITS

See also FINANCIAL SUPPORT.

Because the ATM/Rockschool qualifications are relatively new, some benefit offices may query the courses and the eligibility of students on them to receive benefits. To clarify, all full-time courses are accredited through QCA-approved listed Diplomas for Music Practitioners which are fully fundable through the Learning & Skills Council. Diplomas at Levels 1, 2 and 3 contain 48 ten-hour credits (the 2-year Level 3 Combined Diploma generates 96 credits). They are the approximate equivalent of undertaking GCSE, A Level and BTEC work and students on them are entitled to receive the same benefits. If you are experiencing benefit problems in relation to these issues, please contact ATM Student Support at head office.

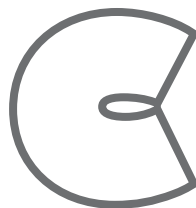
BRITISH ACADEMY OF NEW MUSIC

ATM's flagship centre located in Bow in East London.

BULLYING

See also BEHAVIOUR, DISCIPLINE, EQUALITY & DIVERSITY, HARASSMENT.

Everyone has the right to attend centres free from humiliation, abuse or fear. Bullying is not acceptable and will not be tolerated.



CHANGE OF COURSE

If you are having difficulties with your course for any reason (e.g. it's not the right level for you, or the content is not what you expected), don't just stop attending or leave. Please seek advice from your year tutor/ Pathway leader or centre manager. There may be an alternative.

CHILD CARE

See also FINANCIAL SUPPORT. Unfortunately, child care facilities are not available at any ATM centre. However, you may be eligible for funding to cover some of the cost of providing care for your child/ children.

COUNSELLING

ATM does not have a student counselling service, but we may be able to refer you to a qualified counsellor in your area. Please discuss your counselling needs with your year tutor/pathway leader and/or contact STUDENT SUPPORT for more information.

COMPLAINTS

If you are unhappy about any aspect of your

course or your experience at your centre, you should discuss your issue(s) with your year tutor/pathway leader or centre manager. If they are unable to help you resolve your issue(s), or you wish to speak to a member of staff not based at your centre, you should contact Karen Akroyd or Sue Ball, by phone, email, or in writing. Your views will be taken seriously and every attempt will be made to resolve any issues you may have. A full copy of the ATM Complaints Procedure is available on request.

COMPUTERS

See also EQUIPMENT, INTERNET. All ATM centres have computers, some with internet access, available for student use during teaching sessions and for self-study. Access to Music is dedicated to installing up-to-date Apple Macintosh computers (the professional standard in the music industry) into all its centres. Abuse of these facilities will result in the disciplinary procedure being followed: see DISCIPLINE. Remember to regularly save your work to your folder on the server and back up to USB drive/CDs.

COPYRIGHT

See PLAGIARISM, PHOTOCOPYING. You will learn about music copyright on your course. You are able to re-arrange other artists' musical compositions as long as the results are for educational purposes only. You are also able to perform other artists' compositions in performances at venues. If you are a songwriter, you should make sure

that you secure copyright for your work using accepted procedures (e.g. posting a copy of the piece to yourself and not opening the envelope). For recorded performances made on Access to Music premises, copyright may be held by the artist on condition that Access to Music can use the material for promotional or other purposes. You are able to photocopy extracts from printed works, subject to certain restrictions, as long as they are for educational purposes.

COURSE ASSIGNMENT TIPS

See also COURSE FILE, INDIVIDUAL LEARNING PLAN, PLAGIARISM, RESEARCHING ASSIGNMENTS, STUDY SUPPORT, TAKING NOTES.

Everyone has a different approach to studying and no one way of doing it is guaranteed to be the best. Here are some general ideas, obvious and not so obvious, which are worth thinking about:

- work when you are at your best. If you are a morning person, do it then. If you are nocturnal, do it then, so long as you don't end up over-sleeping for something important the next day;
- have a plan. Organise your time so you don't miss deadlines and make sure your other commitments fit around your studying sensibly;
- make studying a priority. Make sure you spend a minimum amount of time each day or week on studying, or you will have to make up for a lot of lost time at the end of

the course;

- don't work for too long. Take regular breaks, working for an average of 30 minutes at a time. But don't let your breaks become longer than your study periods!
- set yourself mini-goals. Break-up a large assignment into smaller tasks and you will make good progress rather than feeling like you haven't made any at all;
- juggle subjects. If you've got more than one assignment on the go, switch between ones that are less interesting to you and ones that you would prefer to do;
- work with a friend. Talking to someone else about a subject helps to make things clearer and improves your memory of it. Be careful not to get sidetracked, though
- writing page after page of notes won't be of much use. Try using colour, drawing pictures, creating mind maps, or using a combination of styles;
- Turn yr mob. off or u will be dstrkted 2 ofn;
- try studying to music. This may seem obvious to a music student, but research shows that music can have a positive effect on performance. Try studying to instrumental and ambient music. Specialists don't recommended heavy metal, but if it works for you, why not!
- allow 'panic time'. Don't set yourself deadlines which don't allow for something going wrong;
- talk to your tutor. If you are stressed about an assignment ask if they have any helpful suggestions. Never wait until it's too late to tell someone you are struggling to meet a deadline;
- review your study environment. Are you really sitting in the best place to stimulate your brain?

- are you sitting even? Everyone's different of course, but try remembering that studying requires discipline, not comfort;
- finally ... if you would like further advice on studying you could try one of these web sites: www.mindtools.com or www.study-pro.com.

COURSE FILE

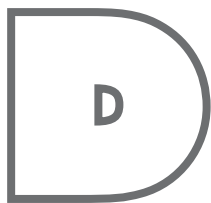
See also COURSE ASSIGNMENT TIPS and TAKING NOTES.

You are expected to maintain a course file during your time on your course. You must bring this file into the centre at all times and use it to make any necessary notes from sessions and to store handouts supplied by tutors. You should order your file according to the subject areas covered in your course.

CREATIVE MUSIC PRODUCER

See also AUDIO PRODUCER

CMP is one of ATM's main courses or programmes. It provides a broad training for those wishing to develop their composition, production and programming skills. It centres on practical project development informed by sessions in areas such as composition, music technology and music business. The course is offered at three levels, or stages, and is accredited by ROCKSCHOOL.



DATA PROTECTION

As you are aware, your personal details will be kept by ATM and also passed on to the Learning and Skills Council (LSC). The LSC is responsible for funding and planning education and training for young people and adults in England, and is registered under the Data Protection Act 1998.

DEADLINES

See also [COURSE ASSIGNMENT TIPS](#), [DISCIPLINE](#), [INDIVIDUAL LEARNING PLAN](#), [RESEARCHING ASSIGNMENTS](#), [REVIEWS](#), [STUDY SUPPORT](#).

All your course assignments, or units, have deadlines attached to them. These deadlines are crucial to your success on the course.

The music industry is driven by deadlines. If you have a gig, you will need to be there early to set up and be ready to perform at the time the promoter specifies. The same goes with recordings. All singles and albums have tight deadlines and release dates set by record companies. If you fail to meet deadlines you will soon find that you will have no work and no money. Doh!

The same ethos applies to your course. Get

used to managing your own learning and work to meet short and long-term deadlines set by your tutors. Most musicians are self-employed. Learning how to manage your time and work is of vital importance to your future success. Make sure you start here!

DIRECTORS

Access to Music is a limited company and has directors. John Ridgeon and Linda Cummins are both directors of the company. Hazel Whale has the title of Director of Communications and Sue Ball is Director of Curriculum.

DISABILITY ACCESS

See also [EQUALITY & DIVERSITY](#)

In accordance with the Disability Discrimination Act, ATM has completed a programme of disabled access improvements in each centre. If you want to make any recommendations for further improvements we could make, or you have encountered a difficulty because of a disability, please contact Ben Searle or Sue Warner.

DISCIPLINE

See also [ATTENDANCE & PUNCTUALITY](#), [BULLYING](#), [DEADLINES](#), [DRUGS](#), [EQUIPMENT](#), [HARASSMENT](#).

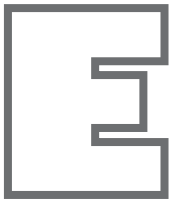
At ATM centres, Access to Music's Disciplinary Procedure will be followed if your conduct is repeatedly inappropriate

(e.g. constant lateness to sessions, regular non-attendance, disrespecting students and staff, non-submission of work etc.), or if you commit an act of gross misconduct (e.g. possession of drugs, physical abuse, theft, etc.).

The consequences of being taken through the disciplinary procedure could include being given a written warning, suspension or being withdrawn from your course. A copy of Access to Music's Disciplinary Procedure is available on request.

DRUGS

See also ALCOHOL and BEHAVIOUR. Access to Music has a zero tolerance policy for all substance abuse. Students supplying drugs on ATM premises will be reported to the police and will be subject to the Disciplinary Procedure (see DISCIPLINE).



EAR PROTECTION

See also HEALTH & SAFETY. Exposure to high noise levels is a problem relating to rehearsing, recording, performing and listening to live music and to DJing. You can permanently damage your hearing by

regular exposure to high noise levels. Many popular music musicians have ruined their hearing through playing loud music without protection. Pete Townsend and Lemmy spring to mind. Your ears are vital to your career as a musician. Protect them by using ear plugs during exposure to high noise levels. You will be issued with ear protectors when you start the course. However, you may want to invest in other types of ear protection to suit your personal needs. Also check out: www.dontlosethemusic.com and www.hear.net.

EDUCATION MAINTENANCE ALLOWANCE

See also FINANCIAL SUPPORT, STUDENT SUPPORT.

If you are 16 or 17 (or 18 in a pilot area) you may be eligible to receive an EMA while you are on your course. An EMA is a weekly allowance that is paid during term time and is dependant on you attending all of your course sessions every week. The amount you get depends on how much your parents earn. For more information and to see if you are eligible to apply, call the National Helpline on 0808 10 16 219.

ENRICHMENT

See also NATIONAL EVENTS PROGRAMME.

Enrichment is a term used to describe activities or events that happen outside the normal timetable. These activities are funded by the government as part of the Key Skills, Enrichment and Tutorial scheme. Access to

Music provide a wide range of enrichment opportunities through the National Events Programme which every student is eligible to participate in.

EQUALITY & DIVERSITY

See also BULLYING, HARASSMENT.

Access to Music believes that equality of opportunity is paramount to removing barriers, raising aspiration, widening participation and enabling success for students, clients and staff. Access to Music, therefore, is totally committed to pursuing non-discriminatory policies and practices, and to eliminating discrimination against any student, client, member of staff, or other customer at all stages of engagement. Access to Music is also committed to challenging stereotypes in the music industry.

Should you feel that this policy has been breached in any way, please bring it to the attention of Ben Searle, who will be able to provide appropriate guidance.

EQUIPMENT

See also COMPUTERS, INSURANCE, VALUABLES.

All Access to Music centres are equipped with up-to-date professional music equipment from Apple Mac computers through to digital recording studios and fully-equipped band rehearsal rooms. For the benefit of all students and tutors, it is vital that you respect this equipment. Anybody

found misusing equipment in any way will be subject to the Disciplinary Procedure (see DISCIPLINE).

You will also be expected to bring equipment and instruments into the centre for sessions and Project Development. This equipment is your responsibility and it is important that you obtain all necessary insurance to cover any potential loss.

EVENTS

See also ATOM EVENTS, IN LOCO PARENTIS.

Events are an important part of your experience as an Access to Music student. You will be expected to attend, perform and organise gigs and events. These will range from gig, or club nights, in local venues through to participation in Access to Music's ATOM EVENTS.

Most local events tend to take place in the evenings, and you may arrive home late from some regional and national events. It is important that you organise appropriate travel to your home in these instances and that you inform friends and family of your whereabouts. If you are under 19 you will have to obtain permission from your parent/guardian for attendance at these events. Some events will take place in licensed premises.

Please be aware that all personal equipment you take to events is your responsibility: please see EQUIPMENT, INSURANCE, and VALUABLES.

EXTERNAL ASSESSMENT

See also ASSESSMENT and MODERATION.

The Access to Music/Rockschool courses/qualifications contain no externally-assessed units. Quality control in relation to assessment is undertaken by a comprehensive and rigorous internal and external moderation process.



FINANCIAL SUPPORT

See also BENEFITS and STUDENT SUPPORT.

If you are finding it difficult to stay on your course for financial reasons, there may be some funding available to help you. If you are at an ATM centre, please contact ATM's Student Support section who will be able to advise you. You can also get more information by visiting the Student section of the ATM website at www.accesstomusic.co.uk.

FIRST AID

See also HEALTH & SAFETY.

Access to Music has qualified first aiders at all its centres. If you feel unwell, have, or witness, an accident, please contact a member of staff who will locate a first aider if required.

FOUNDATION DEGREES

See also ARTIST DEVELOPMENT PROGRAMME and HIGHER EDUCATION.

Access to Music is developing its higher education courses which can act as progression routes from their Level Three courses. The Popular Musician Foundation Degree is for musicians who wish to exploit their original music and is validated by the University of Westminster. The second degree will be available from September 2008 and will be for instrumentalists and session musicians. This will be validated by the Royal Northern College of Music and will be run in Manchester.

FUNDING

See also LEARNING & SKILLS COUNCIL.

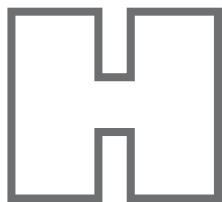
Access to Music's courses are funded by the government through the Learning and Skills Council. This means that many students are able to study without paying the full fee. The funding comes with conditions, which means that Access to Music, or your provider, has to meet standards and targets for achievement,

retention (students staying on the course), and quality assurance.



GUIDED LEARNING HOURS

All ATM courses are over 450 GLHs per year. In the eyes of the Learning and Skills Council, this means that they are full-time. GLHs are checked rigorously by auditors and if a student has not attended for at least 450 GLHs over a year, there is a risk that ATM will not receive funding for that student. This is why it is important to us, and to future students, that your attendance is good!



HARASSMENT

See also BULLYING and EQUALITY & DIVERSITY.

ATM will endeavour to take action to stop any form of harassment or bullying. If, however,

you do experience harassment or are bullied, please talk to your year tutor/Pathway leader or any member of staff. You may also want to speak to your STUDENT REPRESENTATIVES.

HEAD OFFICE

Access to Music's head office is based in Leicester. Staff at head office are responsible for the majority of the administration systems which support the work of ATM.

There are seven departments:

- Admissions & Student Services;
- Curriculum & Education;
- Finance & Personnel;
- Marketing;
- Music;
- Quality.

HEALTH & SAFETY

See also EAR PROTECTION, FIRST AID and PERSONAL SAFETY.

Access to Music works hard to ensure you stay healthy and safe while you are on your course. During your induction you will be advised of general health and safety issues as well as the specific health and safety requirements of your particular course. You will also undertake specific Health & Safety procedures in relation to your unit work.

There are five major areas relating to health and safety and being a musician:

- protecting yourself against high noise levels;
- understanding electrical equipment and using it safely;

- applying correct manual handling procedure for lifting heavy objects like amplifiers and speakers;
- applying correct procedure when using computers;
- understanding and applying health & safety issues in relation to promoting events.



HIGHER EDUCATION

See also ARTIST DEVELOPMENT PROGRAMME, FOUNDATION DEGREES and PROGRESSION.

Higher Education means going on to study at degree level, either at university or college. Most applications for higher education courses are processed by UCAS and there is loads of information available on their web site about the courses available and how to apply (www.ucas.ac.uk).

If this is a path you are interested in pursuing, ATM has a Popular Music @ Higher Education section in the Students area of its website which has all the info you need on HE music courses and applying for them.

Please note that the Rockschoool Level Three qualifications don't have UCAS points attached to them and applicants should use the tariff of Level 3 credits instead (e.g. 96 level 3 credits).

INDIVIDUAL LEARNING PLAN (ILP or PROGRESS RECORD)

See also COURSE ASSIGNMENT TIPS, REVIEWS, TARGETS.

Your ILP or Progress Record is an important document which provides a record of your unique learning experience with ATM. Your ILP will be used in programme reviews and in your termly individual review to set targets for your learning.

IN LOCO PARENTIS

See also EVENTS, NATIONAL EVENTS PROGRAMME.

Access to Music and partner providers have a responsibility to safeguard and promote the welfare of all students under the age of 18. This means that your tutors are acting *in loco parentis* in the place of your parents/guardians. This is especially important when students are attending ATM-organised gigs and events, and means that if you are under 18 you will have to have parental permission before you are allowed to attend.

INSURANCE

See also EQUIPMENT.

In order to safeguard your music equipment, it is essential that you insure it against theft, damage etc. Your year tutor/Pathway leader will give you advice on insurance. Music insurance companies often advertise in musicians' magazines, or try the internet or Musicians' Union for more information.

INTERNET

See also COMPUTERS.

Internet facilities are available at all Access to Music centres. Your internet activity will be closely monitored by your centre. You should only access music-related sites, or sites directly connected with your learning. If you are found to be accessing other sites then disciplinary action may be taken (see DISCIPLINE).



JAZZ MUSICIAN

A two-year Level 3 course run at the BRITISH ACADEMY OF NEW MUSIC for jazz musicians wishing to develop their skills in performance, improvisation and ensemble playing while gaining a contextual

understanding of the music and the music industry.

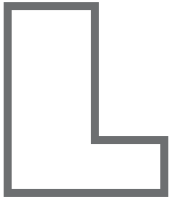


KEY SKILLS

It is government policy that all students studying on Further Education courses must undertake Key Skills in the following three areas:

- Communication;
- Application of Number;
- Information Technology (IT).

Access To Music has resolved to implement these key skills through a weekly Key Skills session which focuses on key skills tasks relating to the music industry. Our aim is that the work you do in these sessions will be of direct benefit to your development as a musician. In many cases this work will help you to complete the main unit assignments of your course. Your attendance at these sessions and your compliance with assignment deadlines will be monitored by your year tutor/Pathway leader. See ATTENDANCE & PUNCTUALITY.



LEARNING AND SKILLS COUNCIL (LSC)

See also FUNDING.

The LSC is responsible for planning and funding education and training for over-16 year olds in England. ATM currently has a national contract with the LSC to deliver courses at its eight centres, including the Artist Development Programme. Check out www.lsc.gov.uk for more information.

LIVE MUSIC FORUM

See also FUNDING.

The Live Music Forum was established following the passage of the Licensing Act 2003. Chaired by Feargal Sharkey, the Forum includes representatives from the music industry, the Arts Council, grass roots music organisations, local authorities, small venue operators and Government. The aims of the Forum are to:

- take forward the Ministerial commitment to maximise the take-up of reforms in the Licensing Act 2003 relating to the performance of live music;
- promote the performance of live music generally;

- monitor and evaluate the impact of the Licensing Act 2003 on the performance of live music.



MATERIALS FEE

At ATM centres, the materials fee covers a range of goodies that you get at the start of the course whilst contributing to the replacement of peripheral equipment at your centre.

MOBILE PHONES

See also VALUABLES.

Mobile phones must be switched OFF during teaching sessions, project development sessions etc. Any disturbances caused by mobile phones may result in disciplinary action (see DISCIPLINE).

MODERATION

See also ASSESSMENT.

All assessment decisions made by tutors are subject to an internal and external moderation or verification to check the consistency, fairness and quality of assessment judgements. This process is

undertaken by both ATM's own internal team and via Rockschool's external moderation team. This means that assessment decisions made by tutors regarding your work may be subject to change. Please check your accreditation information for any changes.

MUSIC EDUCATOR

A one-year Level Three course for musicians who wish to develop their teaching skills. It is accredited by a ROCKSCHOOL diploma.

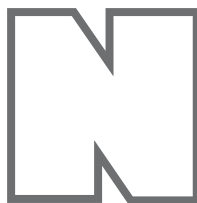
MUSIC LIVE

See also [EVENTS](#) and [NATIONAL EVENTS PROGRAMME](#).

Music Live is the UK's biggest music-making show with tons of trade stands, live music and a dedicated education day run by Access to Music. This year's event takes place at Birmingham NEC on the first weekend in November. Check out www.musiclive.co.uk for more information.

MUSIC MANIFESTO

The Music Manifesto was launched by the DfES in July 2004 to build pathways for progression in music so that all young people, whatever their background or abilities, have access to a rich and diverse range of musical experiences. ATM became signatories of the Manifesto in July 2004. Check out www.musicmanifesto.co.uk for more information.



NETWORKING

Networking is an important activity in the music industry and an essential tool in developing sustainable employment within it. Tutors are encouraged to develop their network of contacts and use these for the benefit of their students. You should also make every effort to develop your own networking skills and increase your network of contacts.



PARKING

Parking is available at some ATM centres, but is on a first come, first served basis.

PATRONS

Access to Music currently has three patrons: Sir George Martin, CBE, Nitin Sawhney and Jools Holland, OBE. Find out more information about them on the ATM website.

PERFORMING MUSICIAN

This is one of ATM's main courses or programmes. It provides a broad training for 'conventional' popular music musicians (i.e. guitarists, bassists, etc.). It centres on practical project development and performance informed by sessions in areas such as composition, music technology and music business. PM is offered at three levels, or stages, and is accredited by ROCKSCHOOL.

PERSONAL SAFETY

See also HEALTH & SAFETY

Personal safety is defined as an individual's ability to go about their everyday life free from the threat or fear of psychological, emotional or physical harm from others. Awareness of your personal safety and the things you can do to minimise risk is important to musicians. You may be travelling alone late at night after gigs, going to out-of-the-way places to rehearse or perform, or meeting someone you have never met before on your own in a place you have never been to before. You will be given guidance on ensuring your personal safety – please take it on board. Check out: www.suzylamplugh.org.

PERSONAL TUTORS

See also STUDY SUPPORT.

Your year tutor is your personal tutor. You will have one individual review per term and weekly programme reviews. Where possible,

your year tutor should be the first person you go to if you have difficulties with your course, or are experiencing personal problems which are making it difficult for you to study.

PHOTOCOPYING

See also COPYRIGHT.

ATM centres all have a photocopier. You will probably have to ask permission from a member of staff to use it and you will have to pay a small charge. Please remember, if you are photocopying published material (e.g. pages from a book) there are laws about how much you can copy. Please look for the guidance posted near the copier.

PLAGIARISM

See also COPYRIGHT, COURSE ASSIGNMENT TIPS, RESEARCHING ASSIGNMENTS.

Plagiarism is the academic word for copying. We are all taught in school that copying someone else's work is wrong. This is also the truth in law. You should not copy anyone else's work when you are producing an assignment. This includes copying and pasting text straight from a web page. If you are referring to someone else's work, then you must give the appropriate credit to that person – there is specific guidance on this in your *Course Handbook*. If you copy material without credit you will automatically have to resubmit your work.

PRACTICE

Remember the old cliché, ‘practice makes perfect’? Well, there is a lot of truth in that. As a musician it is vital that you practice. The process starts with your instrument, or special skill. Regular practice improves your skills enabling you to create and perform music and meet your course assignments. This means that you must develop a workable practice regime for yourself. This should continue throughout your life as a musician.

Once you are able to play an instrument to a certain level you can start writing, rehearsing and performing music, either on your own or with other musicians. This process also requires plenty of practice. There are dedicated Project Development sessions on some Access to Music courses which allow you to write and rehearse repertoire. However, the more you practice and work with others outside the course, the better you will become.

Finally, never become complacent. You might think you have all the skills necessary to play the style of music you like at the moment, whether that is playing nu-skool punk or DJing house music. However, to have a long-term career in music you will need a lot more skills than that. Never lose out on the opportunity to learn and practice new things, even if you can’t see how they might apply to you at the moment. One day they will become useful. Don’t place yourself in a position where in the future you will regret that you didn’t bother to learn a certain type

of chord, or scale, or technique, or style of music.

PROGRESSION

See also ARTIST DEVELOPMENT PROGRAMME, ALUMNI ASSOCIATION, FOUNDATION DEGREES, HIGHER EDUCATION, MUSIC EDUCATOR.

Progression refers to what a student does after they have finished a course. Progression could mean going on to the next stage of the same ATM programme, changing to another ATM programme, progressing to the Artist Development Programme or Foundation Degree, or going on to further or higher education at another institution.



RESEARCHING ASSIGNMENTS

See also COURSE ASSIGNMENT TIPS, STUDY SUPPORT.

The most valuable research tool available to you is the internet (see also INTERNET). Whether you access the internet from your centre, home or a cyber café, the internet has the answers to many questions and is often

the most up-to-date source of information you could access. Be careful, however, to make sure that you use information which is of an acceptable standard – i.e. don't use something that is obviously someone's personal opinion typed into a computer from their bedroom! Also be careful to check the date information is 'published', as some pages remain accessible long after the information has stopped being relevant. And finally, don't copy information straight from the internet. This is called plagiarism (see PLAGIARISM).

Magazines and newspapers are the next best source of information if you want to be bang up-to-date (they are often referred to as 'journals' or 'periodicals' in academic speak).

With all the fuss about the internet, it is easy to underestimate the value of the humble book! Don't. Each ATM centre has limited library resources available to you. If you feel there are books or magazines which you could usefully use, but aren't available in your centre, talk to your centre manager. Public libraries don't usually have large collections of popular music resources but you will be able to order music books from other libraries, so it's always worth asking for help. You can usually check what books are available via a computer database. If you are lucky enough to be able to afford to buy some books for yourself and you have access to the internet, shop around for the best prices, or get someone to do it for you.

And don't forget: if you make a reference to an information source in an assignment, you will have to say where you got that information from, who wrote it, when it was published, etc. So make sure you always take a note of the original source of each piece of information you read, wherever you get it from.

REVIEWS/TUTORIALS

See also INDIVIDUAL LEARNING PLANS and STUDENT REPORTS.

Reviews, or tutorials, are extremely important activities in your journey of learning and achievement. They provide an opportunity to reflect on your learning and to identify action for the future. There are two types of review:

- Programme Review: this is a weekly group session conducted by your year tutor;
- Individual Review: this takes place between you and your year tutor alone and happens at least once a term. This is your opportunity to discuss your individual progress, any issues you may have, and to agree actions for further improvement and progress. So make sure you turn up and use the time to your best advantage!

REWIND

See also ALUMNI.

Rewind is the alumni society of Access to Music. It offers numerous benefits for ex-ATM students and we encourage all students who are leaving ATM to become members: it's free! Please go to www.accesstomusic.co.uk/ rewind for more information and to register.

ROCKSCHOOL

See also MODERATION

Access to Music is proud to be working in partnership with the UK's leading popular music awarding body, Rockscool, for its qualifications at Levels 1-3. As a student on an ATM course you will work towards a QCA, government approved Rockscool qualification. This qualification is the most vocationally relevant qualification of its type in the UK. Rockscool also offer a wide range of graded examinations for popular music instruments from guitar to voice and keyboards. Check out www.rockscool.co.uk for more information and www.rsl-atm.co.uk



SMOKING

Smoking is not allowed in any ATM premises during the day, but there may be a designated smoking area outside.

STUDENT REPORTS

At ATM centres at the end of terms 1 and 2 you will be given a report. If you are under 18, a copy of this report will also be sent to your parents/guardians/carers. The

report will comment on your progress and achievement in all aspects of your course.

STUDENT REPRESENTATIVES

See also STUDENT UNION.

Access to Music offers all students the opportunity to be involved in improving their ATM music centre.

By becoming a centre or programme representative, you will be able to speak directly to senior managers in Access to Music on behalf of your programme and/or centre. This will enable you to express any concerns or issues you, or any other student, may have and make sure the right people hear about them.

This is a real chance for you to have your say and get involved in improving your learning experience. It will also give you valuable skills to add to your CV. Elections take place during the first half of Term 1. Make sure you get further information from your tutors if you want to be nominated!

STUDENT SUPPORT

See also FINANCIAL SUPPORT.

The Student Support department is based at Head Office in Leicester. The department can support you on aspects of your course such as financial help, careers options, finding external support for personal problems, etc. If you are unable to find the help or support you need at your centre, contact Head Office. You will find the phone number/address on page 3. You can also get more information by

visiting the Student Zone section of the ATM website at www.accessmusic.co.uk.

STUDENT SURVEYS

Student surveys happen once a year (in Term 3). We undertake an online questionnaire to find out what you think about our courses, from the accommodation and resources to how good you think your tutors are. Senior managers at ATM take the information we get from these surveys very seriously and do make decisions based on student feedback. When you are given a questionnaire please do give it your complete attention.

STUDENT UNION

See also [STUDENT REPRESENTATIVES](#).

Access to Music and its students are seeking ways of setting up an Access to Music Student Union (ATMSU). This means that ATMSU will be able to apply to the NUS to be affiliated with it. If successful, all students who study at ATM centres will become members of the NUS.

These are some of the benefits to having your own union:

- it provides a formal opportunity to represent the views of the student body to the directors of ATM;
- it brings people together to socialise;
- it enables you to fund raise, either for charity or to help subsidise trips or leisure facilities at your centre;
- if you are actively involved, maybe the

president even, it is good experience and an ideal entry on your CV.

If you are interested in finding out more, contact the Student Support section at Head Office.

STUDY SUPPORT

See also [COURSE ASSIGNMENT TIPS](#), [COURSE FILE](#), [RESEARCHING ASSIGNMENTS](#), [TAKING NOTES](#).

If you are experiencing difficulties with your course work, or you don't understand everything that's said during your lessons, don't suffer in silence until it's too late. Talk to your year tutor or Pathway leader. Every ATM centre has a learning support tutor who is there to help you, either during teaching sessions, or in one-to-one or group sessions arranged separately. Many students need a little extra help to get their course work to the best possible standard!

STUDY WEEKS

See also [ENRICHMENT](#) and [GUIDED LEARNING HOURS](#).

Study weeks are an opportunity for students and staff to catch up on assessed work requirements as well as participate in enrichment activities. There are four study weeks during the year. Study weeks are not optional. They contribute to your guided learning hours and are not an opportunity for a week off! Your tutors will have a timetable for you as normal so please make sure you

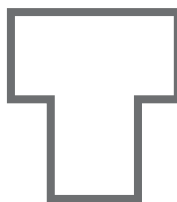
attend.

THE SUCCESSFUL STUDENT

Successful students:

1. accept self-responsibility, seeing themselves as the primary cause of their outcomes and experiences;
2. discover self-motivation, finding purpose in their lives by discovering meaningful goals and dreams;
3. master self-management, consistently planning and taking purposeful actions in pursuit of their goals and dreams;
4. employ interdependence, building mutually supportive relationships that help them achieve their goals and dreams (while helping others to do the same);
5. gain self-awareness, consciously employing behaviours, beliefs, and attitudes that keep them on course;
6. adopt life-long learning, finding valuable lessons and wisdom in nearly every experience they have;
7. develop emotional intelligence, effectively managing their emotions in support of their goals and dreams;
8. believe in themselves, seeing themselves capable, lovable, and unconditionally worthy as human beings.

From: *On Course* url: www.oncourseworkshop.com/On%20Course%20Principles.htm



TAKING NOTES

See also **COURSE ASSIGNMENT TIPS, COURSE FILE, STUDY SUPPORT.**

You will be required to take notes during some of the sessions on your course. You will need a course file in order to write and store your notes as well as a pen.

Taking notes during lessons is a vital way of helping you to remember information you will need later on when you are writing assignments. Most people make the mistake of either taking too many notes or not enough, and in the end they end up being useless. Follow these tips to help you get the most of your lessons:

- don't just make a long list of keywords. Keywords are important, but are not a sure fire short cut to remembering what was said. You will probably find yourself trying to remember why you chose them!
- you don't have to write down every single word your tutor says. You will probably miss the important information and develop writer's cramp;
- listen carefully. If you don't listen actively, you won't take informative notes. Watch your tutor as they are speaking. You can learn much from body language (e.g. when one point might be more significant than

another), and it will help you to concentrate. Judge when it is OK to stop listening so intently and make a few relevant notes;

- taking notes is the start of the process. Don't think that taking notes during a lesson is all you have to do. If you have taken useful notes, you will actually use them! Revisit them soon after the lesson to flesh them out or tidy them up, then file them logically. Revisit the notes from the last lesson before the next one to refresh your mind about what you learned last time;
- don't be afraid to look stupid! If you missed hearing something, ask your tutor to repeat what they said. Better safe than sorry;
- ask questions. If you don't think you have understood something, ask your tutor to explain it again. Tutors like to know you are listening to them and this is a good sign that you are!
- take notes imaginatively. Use colour, draw arrows, signs, symbols or pictures. Underline words, highlight them, draw boxes round them. Develop your own shorthand (if it's reliable). Whatever sparks your imagination, try it. Just don't get bogged down in the traditional left to right, top to bottom, black and white page of text;
- avoid duplication. If you've been given a handout first, read it, then you won't have to take down the information already given to you. If your tutor uses a handout or OHP slides and doesn't give you a copy, ask for one after the lesson;
- make a note of any books, articles or web sites referred to. You can then read the information later yourself and make further notes then;
- keep your notes! Whether they seem

relevant or not, keep all your notes on one subject together until you have finished your programme. You never know when you might need them;

- don't let other people borrow your notes. Chances are that you won't get them back! Let them have a copy instead;
- be alert. It may seem obvious, but occasionally we all turn up to study or work slightly the worse for wear. Eat, drink and exercise sensibly. Ensure you get the right amount of sleep to ensure that you are alert and actively listening and thinking the next day.

If you are having difficulties taking notes in sessions, please talk to your year tutor/pathway leader.

TARGETS

See also INDIVIDUAL LEARNING PLAN, REVIEWS.

You will set targets for your learning during your reviews with your year tutor. You should take an active role in setting targets for yourself, not let your tutor tell you what they should be. All targets should be SMART: Specific, Measurable, Achievable, Realistic, Timed. Your year tutor will monitor your progress against these targets and use this to inform your reports, supporting statements and, if applicable, your EMA bonus.

TIMETABLES

See also ATTENDANCE & PUNCTUALITY, WORK.

Timetables are individual to each centre. They change each year according to staff availability, resources, rooms and the courses being offered. Your centre manager(s) make every effort to devise timetables which make the best use of your time: i.e. not leaving big gaps between sessions during the day. Timetables may also have to change during the year (e.g. if a member of staff leaves) so please be patient with your centre managers! It isn't an easy job and you should make it a priority to find a way to attend ALL sessions.

TRANSFERABLE SKILLS

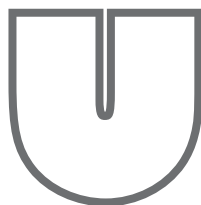
See also INDIVIDUAL LEARNING PLAN, REVIEWS.

Transferable skills are skills learned through studying one discipline (such as music) which can then be applied to another discipline. For example, organising a music event will involve a variety of skills which can be applied easily to non-music related business scenarios. On our courses you aren't just learning about popular music. You are gaining a whole range of skills which will put you in a good position in many employment situations. While you are learning new skills on our courses, always ask yourself how you might apply a certain skill in a different situation. When it comes to applying for jobs in non-music areas (which everyone has to do at some time in their

careers) you will then be able to prove why and how you will be able to the needs of potential employers.

TRAVEL

You may be eligible for funding towards your travel costs to and from the centre. Please see the FINANCIAL SUPPORT section for further information.



URBAN/DANCE MUSICIAN

A course for musicians interested in developing their DJ, VJ, beatbox and MC skills in combination with promoting events and understanding the music industry. It is accredited by ROCKSCHOOL.



VALUABLES

See also EQUIPMENT and INSURANCE.

Valuables are at risk wherever there is public access. ATM cannot accept responsibility for any items which are lost or stolen on ATM premises. If you bring an instrument with you, make sure you insure it separately. If you don't need it, don't bring it!

VOCAL ARTIST (VA)

The Vocal Artist programme is one of ATM's main courses or programmes. It provides a broad training for vocalists who are interested in working in the fields of pop music, music theatre and music cabaret. It centres on practical voice training, performance and dance informed by sessions in areas such as music business and contextual studies. It is offered at three stages or levels and is accredited by Rockscool.



WEBSITE

The Access to Music website contains information on all ATM's courses and services. It also includes a dedicated Student Zone which has all sorts of information from financial advice to developing a student union and Rewind. Please visit:

www.accesstomusic.co.uk. Access to Music also has a Myspace website at **www.myspace.com/accesstomusic**

WITHDRAWALS

If you want or need to withdraw from your course, please discuss it first with your year tutor – don't just disappear! If this is still your final decision, please put it in writing to your year tutor, explaining the reasons for your decision, in the same way that you would resign from a job.

WORKING

Many students on ATM courses work part-time in order to support themselves financially. If you need to work, you must ensure that it doesn't interfere with your study at any time. It is not acceptable for you to be late to sessions, or to miss them completely, because you are working.



WWW.ACCESS TOMUSIC.CO.UK