



**PiPeLine Productions Academies LTD**  
PiPeLine Productions Academy for the Urban Arts  
Delius Arts & Cultural Centre  
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## Candidate Support Policy 2020/21

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Previously, pupils at PiPeLine Productions Academies were issued a copy of the **Course Induction Handbook** which contained a copy of this policy, a learning log, forms for individual learning plans, initial assessments, course reviews, learning reviews, and policies and procedures. This was rarely used, referred to, or looked after by pupils and turned out to be an inefficient method of providing this information. Pupils are given an induction to our provisions and the courses on offer. Learning logs are kept within their NCFE folders with some qualifications maintaining these in an electronic format. Policies and procedures are found on our website.

Off the back of the challenges of the last year, our website has become a much more functional addition to our service with pupils able to access their learning remotely if needed. All pupils who attend our provisions are issued with a login and personal page. Going forward, it is our intention to have all of these relevant materials posted to each pupil's individual page.

The **Learning Log** is a form which enables pupils to look at what work they have to do, create an action plan to complete the work, and to tick off work when fully completed as well as to assess how they feel they did in completing the task. The log enables pupils to see how they are progressing through the syllabus.

The **Pupil Care Plan** is a form filled out with the pupil and a member of PiPeLine staff. Parents and schools can also be involved in its completion. The form enables pupils to direct their own learning within the structure of what is provided at our provisions as well as enabling staff to detail a plan for the overall needs of the pupil. Through this and the associated discussions, pupils can tailor the units they do to suit their needs, talents and expertise.

An **Initial Assessment** is undertaken for every incoming pupil. This is then done again at intervals throughout the academic year. The results of the initial assessment, along with the continued assessments will be recorded on a pupil's personal page on our website.

If a pupil is unhappy about their examination/portfolio result they have the right to **appeal**. Pupils have **20 days** from the date of receiving the outcome of their examinations in which to appeal. Full details of the **appeals procedure** can also be found on our website.

At the end of the year, pupils can leave feedback for their courses. This will help us to assess how we are doing and look at ways in which we can improve our programs, delivery, and support.