

## Section 25: BIMM Institute Student Support Policy

### **Careers Advice**

The tutorial programme at BIMM encompasses both pastoral support and career development. The breadth of tutor experience affords students advice and support on all areas of the music industry.

Career and pastoral advice is readily accessible to all students. Specialist careers and higher education advice is available from the Course Leader and the tutorial team, and visiting music industry professionals representing all aspects of the music business and are a regular feature of the BIMM experience. Most tutors are practicing industry professionals and their help and expertise is readily available to all students.

### **Academic Support and Tutorials**

Students can book tutorials with the Course Leader and key instrumental and business studies tutors. This facility is available at reception where a tutorial form should be completed stating the nature of the tutorial required and the name of the tutor whom you wish to see.

Email tutorials: students can email the Course Leader with questions relating to course matters. Students will receive a reply within ten working days. Administrative questions should be directed to the relevant administrator or course specific Student Support officer.

### **Arrangements for Oversight and Formal Monitoring of Student Progress**

Student progress is closely monitored by the College Student Services team who keep records of each student's achievement and of their uptake of both pastoral and career planning tutorials. Attendance is also monitored and there is a system of communication between the Course Leaders and the administrative team to ensure that any persistent lateness or non-attendance is closely tracked and followed up through the tutorial system.

### **Pastoral and Welfare Arrangements**

Students can receive advice and guidance on practical matters from their Student Support Officer or the Head of Student Services. The office undertakes to respond to a student's query within five working days, but in the majority of cases it is anticipated that a student will be able to access support immediately.

These staff may refer the student to a BIMM counsellor upon request. This facility is available to all BIMM students and staff. The service is confidential.

The finance team are available to help with financial queries via the e-mail address [financeenquiries@bimm.co.uk](mailto:financeenquiries@bimm.co.uk).

### **Learning Support**

BIMM degree students with learning support needs are responsible for their own provision and need to provide a recent diagnosis of any conditions that they have in order to apply for the Disabled Students Allowance (DSA).

Students who require learning support (e.g. for dyslexia) are required to inform the Head of Student Services upon enrolment. Anyone who qualifies for learning support should take a recent diagnosis to the Head of Student Services at the start of Term 1.

Anyone without a diagnosis should organise one as soon as possible to ensure they receive the support they are entitled to.

### **Disability Strategy**

BIMM aims to have an inclusive approach and students with learning difficulties and disabilities may apply for any course in the College if they meet specified entry requirements.

The college is committed to ensuring that disabled people, including those with learning difficulties, are treated fairly. All reasonable adjustments to provision will be made to ensure that disabled students and other disabled people are not substantially disadvantaged.

### **Suggestions**

Students can, at any time, raise individual concerns by sending an email or a written communication to the relevant Course Leader.

### **Artist Development**

BIMM provides unequalled specialist careers advice for those wishing to work within the music industry, develop music projects or become professional musicians. In addition to the regular tutorial system, specialist staff can provide careers consultations and where appropriate refer students.

### **BIMM Album**

Each year a selection of BIMM projects that show promise are developed through the production of a BIMM compilation album. During the process of recording the album musicians compete for a place on the record, receive pre-production with world-class engineers and producers, and record in professional facilities. Musicians are given the rights to the recordings and any money raised will go to charity.