Jones Lang LaSalle

Real value in a changing world

SUPPORTING PLANNING STATEMENT

PLANNING APPLICATION

FOR

CONSENT FOR CHANGE OF USE FROM CLASS B1 (OFFICES) TO CLASS D1 (NON-RESIDENTIAL EDUCATION) AND INSTALLATION OF AIR CONDITIONING UNITS AND A BIKE RACK

AT

8 GREAT MARLBOROUGH STREET, MANCHESTER

16 November 2012



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1 Introduction

1.1. Jones Lang LaSalle is instructed on behalf of The Brighton Institute of Modern Music (BIMM) (the Applicant name No.7 Limited is the company within the BIMM Group which holds BIMM's properties) to submit a change of use planning application from Class B1 (offices) and/or D1 (Non-Residential Education). The planning application relates to 8 Great Marlborough Street.

1.2. Accordingly, the planning application should be read in conjunction with the following documents which Council Officers have requested in support of the planning application:-

- Planning application forms;
- Certificate B;
- Agricultural Holdings Certificate;
- Supporting Statement;
- Design and Access Statement;
- Planning Drawings;
- Acoustic Report;
- Flood Risk Assessment Report;
- Green Travel Framework;
- Waste Management Strategy;
- Air Conditioning Specification;
- Air Conditioning Location – Photographs;
- Bike Rack Specification;
- Statutory fee - £335.

Table 1 – Planning Application Drawings

Drawing	Title	Scale/Paper Size	Revision	Existing/Proposed
	Location Plan	1:1250@A4		
01	Existing Block Plan	1:250@A1, 1:500@A3		Existing
02	Existing Floor Plan	1:100@A1,	D	Existing

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03	Existing Elevations	1:100@A1, 1:200@A3	B	Existing
04	Proposed Block Plan	1:200@A1, 1:500@A3	C	Proposed
05	Proposed Plan	1:100@A1, 1:200@A3	F	Proposed
06	Proposed Elevations	1:100@A1, 1:200@A3	D	Proposed
07	Existing and Proposed X Section AA	1:100@A1, 1:200@A3	A	Existing & Proposed

1.3. This Supporting Statement considers the material planning issues associated with the proposed development outlines the benefits of proposal and considers the proposal against the relevant policies of the Statutory Development Plan, emerging policy and national planning guidance.

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2 Site Description

2.1 The application site at 8 Great Marlborough Street occupies a prominent position on Great Marlborough Street, conveniently located on the south side of Manchester city centre, affording easy access to the Mancunian Way (A57 M), Princess Parkway (A5103) and the Regional Motorway Network beyond.

2.2 The application site is considered to be in a highly sustainable location for an education use, as it is well served by public transport, pedestrian walkways and cycle routes. Public transport links include Piccadilly and Oxford Road railway stations and St Peter's Square Metrolink station, which are all within easy walking distance.

2.3 A site location plan is located within Appendix 1 which highlights the application site and the surrounding area.

2.4 The application site is within close proximity to both the University of Manchester and Manchester Metropolitan buildings and student accommodation. Indeed, the application site was previously used by Manchester Metropolitan University as administrative offices. The office accommodation has now become surplus to Manchester Metropolitan University requirements.

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3 Planning History

3.1 A desktop search of the City Council's records shows that there are no planning applications that are of relevance to this proposal.

3.2 There are no planning applications which are relevant to take into consideration.

3.3 A number of applications have recently been submitted and approved by Manchester City Council which set a precedent for a D1 uses within the city centre. Recent applications include The Royal Buildings, Mosley Street where D1 (education use) consents for both the 2nd and 4th floors within the building have recently been approved (application reference 092281/FO/2010/C1 and application reference 096698/FU/2011/C1 respectively). In addition Suite 10, St James Building, 79 Oxford Street (application reference 095601/FU/2011/C2) has recently received planning permission for use of the building for non-residential educational purposes.

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4 The Proposal

4.1 Planning permission is sought for a change of use from B1a (offices) to D1 (non-residential institution) and the installation of air conditioning units at 8 Great Marlborough Street on behalf of The BIMM Group.

4.2 The BIMM Group is the leading provider of modern music education, with further and higher education courses specialising in Drums, Guitar, Bass, Vocals, Songwriting, Keyboards, Live Sound, Music Business, Music Production and Events Management. BIMM currently has colleges in Brighton, Bristol and Dublin. The BIMM Group has grown both organically and by acquisition to include Tech Music School which is currently based in Acton, West London. Tech Music School is currently in the process of relocating from Acton to a new college in Fulham which opens in September 2013. In total, the BIMM group has around 2,500 students, the majority of whom are studying at degree level.

4.3 The proposals for BIMM's new facility within Manchester comprise the following facilities:

- Tutorial Rooms x 5
- Performance/Live Rooms x 2
- Multi-Purpose Teaching Rooms x 4
- Student Common Room
- Computer Room

4.4 Internal alterations are due to be undertaken to 8 Great Marlborough to accommodate the proposed facilities and internal soundproofing will be incorporated into the proposal. The internal soundproofing will not have any effect on the external elevations of the building.

4.5 The application building does not at present provide disabled access via the main entrance. As part of BIMM's occupation of the building the existing entrance will be altered, allowing the existing internal 6 steps to be pushed back into the building, allowing a flush access from the pavement. When entering through a new DDA compliant door set into the proposed flush entrance, there will be a new DDA compliant lift which will serve all floors within the building.

4.6 The existing car park is to be rationalised from 6 car parking spaces to 4 car parking spaces and 1 disabled parking space. New plant will be required adjacent to the existing building as the existing plants cannot meet the needs of the school. The proposed specification of the plant is included within this planning application and the location of the plant will be adjacent to the building (refer to drawing numbers 04 and 07).

4.7 Limiting the amount of car parking spaces will encourage students to use public transport. Within the car park, 10 new secure cycle parking facilities will be installed.

4.8 A waste recycling area will be located within the car park area adjacent to the building. The waste storage area will allow for 3 x 1100 litre capacity bins from Veolia to serve the proposed use.

BIMM Background

4.9 The following section provides a background to The BIMM Group based on pre-application discussions the following information is required to support the change of use application from B1 to D1 for 8 Great Marlborough Street.

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Which subjects would be taught at BIMM Manchester and how would they be taught?

4.10 BIMM Manchester will offer the following courses:

- BA(Hons) in Professional Musicianship with options in Guitar, Bass, Vocals and Drums
- BA(Hons) in Songwriting
- BA(Hons) in Music Production
- BA(Hons) in Music Business Studies
- BA(Hons) in Events Management

4.11 The range of modules covered by these courses includes:

- Group tuition in single instrument specific groups to cover: Techniques, Styles, Music Theory and Artist Development/Solo Performance (average group size 18)
- Mixed discipline tuition to cover: Live Performance Workshops, History of contemporary music (Music in Context) (Average group size 50)
- Music Business (Average group size 40)
- Study Skills for Higher Education (Average group size 40)
- Computer Music Production (Average group size 20)
- Songwriting (Average group size 20)
- Marketing(Average group size 20)
- Event design, planning and delivery (average group size 16)

4.12 Each student will typically be on-site for between 11 and 15 hours per week – Monday to Friday. They are also expected to undertake a similar amount of time in self-directed study which would be off-site. There are four main forms of tuition and each student will experience all forms.

- Small specialist groups – working with peers who are studying the same discipline
- Large mixed discipline sessions which enable students to network and form creative relationships whilst building confidence in working with others.
- Tutor led seminars – in which students contribute through group work and feedback
- One-to-one tutorial support – which can be for both academic support or where required to offer pastoral support and additional learning requirements

4.13 Students with Special Educational Needs (SEN) also have individual support sessions

At what level would subjects be taught?

4.14 BIMM Manchester will be a predominantly Higher Education facility delivering full-time undergraduate courses at levels 4, 5 and 6. Typically at these levels students study for three years commencing aged 18 and completing their studies at 21. It is expected that BIMM will also recruit a small number of mature students. BIMM also plan to deliver to a smaller cohort of Further Education Level 3/ A Level provision designed to provide a complementary offer which other local providers have in place focused on performance based courses and Music Business.

How does this fit in with educational provision in Manchester?

4.15 As part of the research for BIMM Manchester we have sought to understand the range of existing Music related provision in Higher and Further Education and have designed a curriculum offer that will be complementary to that which is available in existing Further and Higher Education providers. BIMM are opening up a new range of progression opportunities for students who wish to study in a dedicated vocational environment at Degree level. BIMM have held a series of meetings with local FE providers including: Manchester College, Trafford College, Bradford College and Wigan College and further meetings are scheduled in September 2012. At these meetings

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the Principal has outlined the range of provision that will be available at BIMM Manchester. Colleagues from each of the new potential partner institutions we have met have all been highly supportive of the project and welcome the additional opportunities for progression for their students who will now be able to enter a specialist Music HE environment without the need to re-locate.

How many students would attend this facility in total? Additionally, how many students would be in each class, how many classes would take place at once and how many students would be in attendance in total at any one time?

4.16 In the first year BIMM aim to recruit 200 students and will grow the college to around 600 over a four year period.

4.17 Once BIMM has reached capacity there will be a maximum of 200 students plus around 15 – 20 on-site at any one time. In the first years this occupancy will be considerably smaller – with around 100 as a maximum on site at any one time in the first year of operation.

4.18 There will be four large teaching spaces accommodating up to 50 students, four smaller accommodating 16-20 students and four 1-2-1 tutorial spaces.

Please provide a management plan detailing how students congregating outside the building would be prevented.

i. Students are informed that it is not acceptable to gather outside BIMM buildings during their enrolment briefing.

ii. This is reiterated in the student handbook and on building notice boards (refer to Appendix 2).

iii. A student common room will provided on site for students to gather in, this room will have a vending machine dispensing various snacks and drinks.

iv. It is BIMM's intention to dedicate a section of the car park area for bicycle parking and off street smoking.

v. A CCTV system will be installed to enable Facilities staff to monitor the entrance area of the building.

vi. Facilities staff will patrol the building at lesson change over times (every 90 minutes between 9am & 6pm) to ensure that any groups of students gathering on public highways are dispersed.

vii. During the first 3 weeks of term, BIMM also intends to employ a front-of-house person to ensure students do not congregate outside the building and they become used to dispersing after their lessons have taken place.

Please confirm who the educational facility is regulated by and registered with, e.g. is it licensed/recognised by the Home Office or Ofsted?

4.19 All HE courses at BIMM Manchester will be validated by The University of Sussex with whom BIMM has Full Partner status. BIMM Brighton has worked with University of Sussex for nine years and undergoes regular quality audits through the Partnership Office and Deputy Vice Chancellor.

4.20 In additional to this BIMM has also recently undergone a full Review for Educational Oversight with the QAA (Quality Assurance Agency) for Education and has passed with commendations in all areas of the review (refer to Appendix 3).

4.21 BIMM has also been awarded Highly Trusted Status by the UK Border Agency which enables it to recruit International students and is another key education quality kite mark.

Would any amplified sounds be played?

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4.22 Musical instrument amplifiers will used on site during practical live performance classes and PA systems are used for vocal performance classes and for sessions that require the playback of pre-recorded material e.g. backing tracks, albums and videos.

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5 Pre-Application Discussions

5.1 Jones Lang LaSalle has discussed the proposed change of use with officers at Manchester City Council including Lucy Harrison and Tony Mitchell.

5.2 Validation requirements were agreed (refer to Appendix 4), The validation list includes:

- Planning application form
- Ownership certificates
- Supporting statement addressing relevant planning policy and noise
- Location plan
- Existing and proposed floorplans
- Waste management strategy
- Statutory planning application fee £335
- Further information (refer to Appendix 4 email from Lucy Harrison (MCC) 31st July 2012).

5.3 All of the above specifically the 'Further Information Required – D1 Education Facilities' have been covered within the supporting statement and the supporting plans and documents.

5.4 Further pre-application discussions were also held with Tony Mitchell (City Centre Team Leader). The proposals and background to BIMM were explained. Tony Mitchell noted that the site is not specifically allocated within the Development Plan, however it is located within the city centre 'Southern Gateway Area', which is a focus for regeneration, including employment led mixed use development.

5.5 Tony Mitchell confirmed that the proposed use is in a good location and is within a Higher Education Precinct. In regards to the building Tony Mitchell confirmed that the building is not listed however it may be considered a non-designated asset, in this respect external alterations should be sensitive to the building.

5.6 Tony Mitchell confirmed that the proposed use is acceptable in principle if specific amenity issues can be overcome (i.e. noise, servicing of the building, level access, hours of operation).

5.7 In regard to site specific issues it was noted that the application site lies within a Flood Risk Area and as such this would need to be addressed within the planning application.

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6 Policy context

6.1 When determining any planning application, the relevant authorities (in this case Manchester City Council Local Planning Authority) are under a statutory obligation as imposed by section 54a of the Town and Country Planning Act, repeated in Section 38(6) of the Planning and Compulsory Purchase Act 2004, to make their determination in accordance with the development plan unless material considerations indicate otherwise.

6.2 In this instance the relevant development plan comprises The City of Manchester Unitary Development Plan (UDP) (adopted June 1995), the Manchester Core Strategy (adopted July 2012) and the North West Regional Spatial Strategy (RSS) adopted September 2008.

6.3 Other material considerations include the adopted National Planning Policy Framework; supplementary guidance; and emerging policies.

6.4 The Regional Spatial Strategy for the North West September 2008 (RSS) – The North West of England Regional Spatial Strategy 2021 provides the broad development framework for the region. It identifies the scale and distribution of housing development and priorities for the environment, transport infrastructure, economic development and rural areas.

6.5 The Regional Spatial Strategy for the North West (RSS) was published in September 2008. It is the intention of the Secretary of State to abolish Regional Strategies. Until formally abolished, Regional Strategies form part of the statutory development plan.

THE DEVELOPMENT PLAN

6.6 The Manchester Core Strategy was adopted on 11th July 2012 and is the key Development Plan Document in the Local Development Framework (LDF). The Core Strategy sets out the long term strategic policies for Manchester's future development and will form the framework that planning applications will be assessed against, as such it replaces significant elements of the Manchester UDP.

City of Manchester Unitary Development Plan (UDP)

6.7 Saved policies of the Manchester UDP still remain. The relevant saved policies significant to the proposed planning application are the following.

6.8 The site is allocated within Policy RC20 - Area 20 'Medlock Street/Railway/Oxford Street/Mancunian Way' of the UDP. Within the Small Area Proposals for Area 20 it is noted that,

'This area includes a mixture of industrial activities and the Manchester Metropolitan University. Most of the buildings are old, although there has been some redevelopment related to the construction of Mancunian Way. Whilst this has largely been associated with the Manchester Metropolitan University, there has been commercial redevelopment taking advantage of the locational advantages of the area. The Oxford Road frontage is a mixture of entertainment and local retailing uses with car parking behind.

This area offers considerable potential. The existing industry provides valuable jobs and the plan seeks to promote improvements in operating conditions in terms of access and car parking where there is scope for such action.

6.9 In regard to Policy RC20 it is noted that the proposed facility will promote the locational advantages which the application site offers. The application site is within the main University hub within Manchester, with Manchester Metropolitan University and the University of Manchester campus' surrounding the application site. In addition,

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the application allows the refurbishment of the building provides employment to the city centre and increases the educational provision available in Manchester.

6.10 In regards to flood issues Policy E1.3 within the UDP notes that the Council will promote measures to decrease the level of pollution in the City's watercourses including rivers and canals, and groundwater sources.

6.11 Development Control Policy 21.1 states that development, including the raising of land, will not normally be permitted where it would be at risk from flooding or would unacceptably increase the risk of flooding elsewhere.

Manchester Core Strategy

6.12 The Manchester Core Strategy was adopted in July 2012 and is the key document in Manchester's Local Development Framework and covers a period of 15 years from 2012 to 2027.

6.13 Policy C1 'Centre Hierarchy' is relevant and states that in order to maintain the vitality and viability of its centres, services should be provided as locally as possible in order to minimise the need to travel by car. Policy C1 continues to state that the City Centre is also a regional focus for commerce.

6.14 Within the Core Strategy, Policy SP1 'Spatial Principles' states that education facilities should have good access to sustainable transport provision to reduce the need to travel.

6.15 Policy T2 'Accessible Areas of Opportunity and Need' states that the Council will actively manage the pattern of development to ensure that development is easily accessible by walking, cycling and public transport, connecting residents to educational opportunities.

6.16 In regard to Policies C1, SP1 and T2 it is emphasised that the location of an educational institution within the city centre provides the best location due to its close proximity to sustainable public transport provision, walking and cycling provision. This provision is covered within the Travel Plan Framework included within this planning application.

6.17 Policy DM1 'Development Management' states that all development should have regard to the effect on amenity including noise, litter and traffic generation. Buildings should also be accessible to disabled people and access to new development should be by sustainable transport modes.

6.18 Policy DM1 continues to state that the internal layout of the existing building and the external amenity space should be adequate and refuse storage and collection should be considered.

6.19 In regard to Policy DM1 it is highlighted that the internal layout has been designed to provide efficient use of the space. Internal changes include the provision of sound proofing which will reduce the noise generation and BIMM's management strategy will reduce the impact of litter and students congregating outside the building. Due to the facilities city centre location, the application site is highly accessible and is close proximity to pedestrian, bus and cycle facilities.

6.20 In considering flood issues, Policy EN14 'Flood Risk' notes that in line with the risk-based sequential approach development should be directed away from sites at the greatest risk of flooding towards sites with little or no risk of flooding. This should take account of all sources of flooding identified on the Manchester-Salford-Trafford Strategic Flood Risk Assessment.

6.21 Policy DM1 notes that all development should have regard to flood risk and drainage.

6.22 In regard to Policies SP1 and EN14 it is noted that a Flood Risk Assessment has been submitted with the application which addresses flood issues.

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Guide to Development in Manchester Supplementary Planning Document (2007)

6.23 The Guide to Development in Manchester Supplementary Planning Document (adopted 2007), supports and encourages the conversion of existing buildings for a range of new uses. The SPD also encourages consideration to the guidance provided within the City Council's 'Design for Access 2' document. In this respect level access is provided within the entrance to the building and a lift provides access to all the floors within the building.

6.24 The SPD has regard to flood risk and through the water management and weather resilience section. In this regard a Flood Risk Assessment has been undertaken by WSP.

6.25 In regard to the impact on amenity, Hoare Lea has undertaken an acoustic assessment which supports the proposed development.

6.26 The SPD also has regard to waste and notes that all developments should have a waste management strategy included. The waste strategy will ensure that adequately sized bin storage areas, access for collection crews and vehicles, and other aspects of waste management are designed into the development at the earliest stage. In this regard a waste strategy has been submitted with the application which includes information relating to storage areas, capacity and access for collection.

The North West Regional Spatial Strategy (RSS)

6.27 The North West RSS encourages the Manchester City Region at **Policy MCR 2** to develop as the primary economic driver, providing the main focus for business, retail, leisure, cultural and tourism development in the City Region. It is considered that the proposed application will promote employment and the range of educational provision within the city centre and wider region.

6.28 The provision of education within the city centre is emphasised within **Policy L1** for 'Health, Sport, Recreation, Cultural and Education Services Provision' which promotes proposals for education and training providers which will provide for all members of the community including **'*the full spectrum of education, training and skills provision ranging from….further and higher education and to continuing education facilities and work-related training*…'.**

National Planning Policy Framework (NPPF)

6.29 The NPPF was published in March 2012 and promotes a presumption in favour of sustainable development which means that Local Planning Authorities should approve development proposals which accord with the development plan without delay.

6.30 Within the NPPF it is noted that the Government is committed to securing economic growth in order to create jobs and prosperity. The policy document continues to states that the Government is committed to ensuring the planning system does everything it can to support sustainable economic growth and planning should operate to encourage not act as an impediment to sustainable growth.

6.31 Local Planning Authorities (LPAs) should approve proposals that accord with the development plan without delay. The NPPF sets out the following Core Planning Principles:

- Proactively drive and support sustainable economic development;
- Promote mixed use developments and encourage multiple benefits from the use of land in urban areas;
- Actively manage patterns of growth to make the fullest possible use of public transport, walking and cycling.

6.32 Specifically paragraph 22 within the NPPF encourages planning policy to avoid the long term protection of employment floorspace. It states that applications for alternative uses should be treated on their merits and the need for different land uses.

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6.33 The NPPF clearly promotes the introduction of additional uses and the introduction of suitable uses including leisure, commercial, community and educational uses to be accommodated within the centre. Paragraph 72 states that LPAs should take a proactive and positive approach to development which widens the choice in education.

6.34 In regard to ensuring the vitality of town centres, planning policies should be positive, promote competitive town centre environments and set out policies for the management and growth of centres.

6.35 Although the building is not listed, the NPPF provides guidance on non-designated assets. In this regard paragraph 135 states that a balanced judgement will be required having regard to the scale of any harm or loss and the significance of the heritage asset.

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7 Planning Appraisal

7.1 On the basis of the relevant planning policies set out in Section 6 and through pre-application discussion with planning officers at Manchester City Council, it is considered that the change of use of the site to provide a music school is acceptable and is in accordance with local, regional and national planning policy.

7.2 However, there a number of considerations relating to the amenity of the locality which need to be taken into consideration and which are examined further below.

The Benefits of Providing a School at the Location

7.3 The National Planning Policy Framework and the adopted Manchester Core Strategy seeks to promote new school provision in highly accessible areas such as city centres. Indeed, the NPPF states that LPAs should take a proactive and positive approach to development which widens the choice in education.

7.4 The development proposed presents the Council with an opportunity to provide additional educational provision which will benefit the community. The proposal also allows the full refurbishment of a building and promotes employment within a city centre location.

Noise

7.5 Hoare Lea Acoustics (Noise Consultants) have been involved from the outset in designing the layout of the school to ensure that noise mitigation is sufficient.

7.6 The acoustic consultants have been involved in respect of determining the specification of the internal refurbishment to ensure that there is no noise disturbance for local residents or between classrooms for students which will study within different areas of the education facility.

7.7 Rooms to be used for music practice will be used for music practice will be formed by a room-wthin-a-room type of construction in order to provide high level or airbone and structure borne sound insulation as follows:

- Resiliently supported ceilings
- Floating floors
- Independent wall lining to external walls
- Twin stud frame walls internally

7.8 A detailed Acoustic Report by Hoare Lea has been submitted to support the application.

Flood Risk

7.9 The site lies within Flood Zone 2 and in line with national guidance and the requirements of the Environment Agency WSP has undertaken a Flood Risk Assessment to assess the proposed scheme.

7.10 The report concludes that the proposed change of use does not alter the existing surface water and foul drainage arrangements for the site. The report also notes that the change of use to a non-residential educational establishment is recognised as an appropriate development in Flood Zone 2 according to the National Planning Policy Framework. The full analysis is contained within WSP's Flood Risk Assessment submitted with the planning application.

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Air Conditioning Units

7.11 The air conditioning units are located adjacent to the building at 8 Great Marlborough Street. The installation of the air conditioning units has been included within the Acoustic Report by Hoare Lea has been submitted to support the application.

7.12 The air conditioning units will operate during the building occupied hours. During cold nights or weekends when the building is unoccupied the system may activate for frost protection. However, this measure has been designed to comply with parameters set out within the Acoustic Report.

Building Management

7.13 In regard to potential loitering of students outside the entrance of 8 Great Marlborough Street, it is highlighted that BIMM have outlined a number measures to prevent students from loitering including:

i. Students are informed that it is not acceptable to gather outside BIMM buildings during their enrolment briefing.

ii. This is reiterated in the student handbook and on building notice boards (examples refer to Appendix 2).

iii. A student common room will provided on site for students to gather in, this room will have a vending machine dispensing various snacks and drinks.

iv. It is BIMM's intention to dedicate a section of the car park area for bicycle parking and off street smoking.

v. A CCTV system will be installed to enable Facilities staff to monitor the entrance area of the building.

vi. Facilities staff will patrol the building at lesson change over times (every 90 minutes between 9am & 6pm) to ensure that any groups of students gathering on public highways are dispersed.

7.14 From a commercial perspective, it is also in BIMM's interest to retain a clear entrance.

Access

7.15 The application building, 8 Great Marlborough Street does not at present provide disabled access via the main entrance. As part of BIMM's occupation of the building the existing entrance will be rationalised, allowing the existing internal 6 steps to be pushed back into the building, allowing a flush access from the pavement. When entering through a new DDA compliant door set into the proposed flush entrance, there will be a new DDA compliant lift which will serve all floors within the building.

Sustainable Transport

7.16 Students of BIMM are most likely to travel by foot or public transport. Great Marlborough Street lies within a convenient location, with public transport links in close proximity including Oxford Road Railway Station and Peter's Square Metrolink station.

7.17 The application site is also located adjacent to one of the busiest bus routes in Europe, providing a key link between traditional student routes at Fallowfield and beyond to the Universities and colleges within Manchester.

7.18 A number of cycle parking facilities are located in close proximity to the application site. All nearby cycling facilities are shown on an extract from the GM Cycle Maps at Appendix 5. A number of cycle parking spaces will also be available within the existing car park of 8 Great Marlborough Street. There are also a number of car parks located within walking distance of the application site for any students or staff that may travel by car.

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Heritage

7.19 The building is not listed. However, the proposed development has had regard to the NPPF most notably in regard to the significance of a non designated heritage asset. In this regard the only alteration to the external appearance of the building relates to the existing air conditioning units to the side of the building being removed. The plant which is to be installed is located adjacent to the building and is not connected to the building.

Waste Management

7.20 A separate Waste Management Plan has been submitted as part of this application as enclosed with the suite of application documents. Waste bins are located within the car park area (refer to 'Proposed Block Plan').

Other Matters Relating to the Proposal

7.21 The existing and proposed layouts which illustrate the proposed layout for the company are included within the planning application submission.

Signage

7.22 Signage is subject to a separate advertisement application and will consist of a sign to the front and side elevation of the building.

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8 Conclusions

8.1 The proposal is in accordance with the relevant policies of the Development Plan and national guidance for the change of use from B1 (office) tor D1 (Non-Residential Institution) and the installation of air conditioning units, specifically given its city centre location.

8.2 The layout of the scheme has been carefully considered, in ensuring that a high quality education facility is provided within Manchester city centre. Noise, flood risk and transport have all been examined as part of the planning application which shows that the provision of a school in this location will not have an adverse impact on the surrounding area.

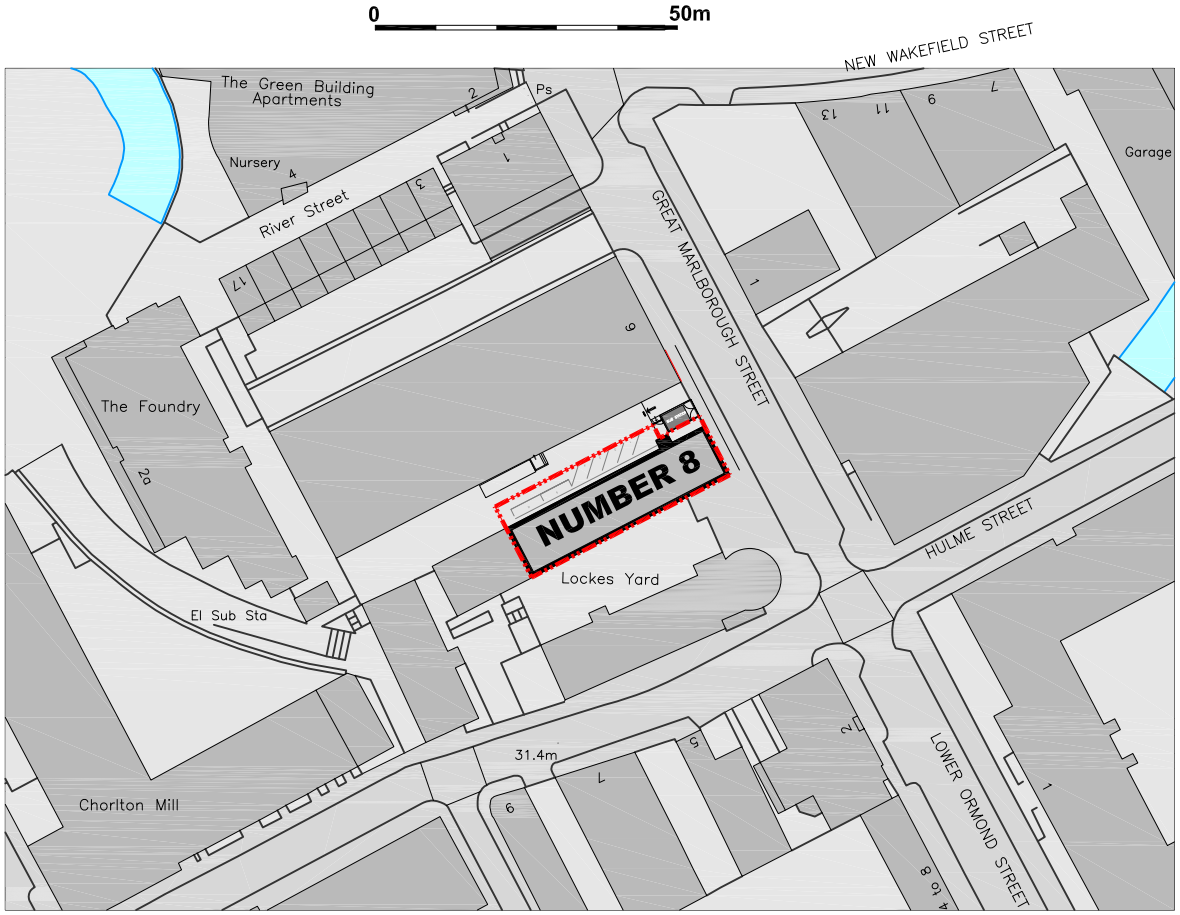
8.3 The proposal will complement existing education, commercial and other mixed uses within Great Marlborough Street and the surrounding area. The application site is within a sustainable location and has good public transport links, through rail, metrolink, cycling, and bus routes.

8.4 Having regard to all the information submitted as part of this application, it is concluded that the proposal is in accordance with the relevant planning policy framework. It would provide an education use within a highly sustainable area city centre location. It is therefore considered that the planning application is in accordance with the recently adopted Core Strategy and National Planning Policy Framework and planning permission should be granted planning permission accordingly.

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Appendix 1 – Site Plan

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SITE DEMISE AREA
468 SQ M
0.0468 HECTARES

Rev	Description	Date	By	Chck'd

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Client: BIMM	Scale: 1=1250@A4	Description: LOCATION PLAN	Job
Project: 8 GREAT MARLBOROUGH STREET MANCHESTER M1 5NN	Date: SEPT 2012		Drg: 00 rev
	By: KPS / Checked: BWD		

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Appendix 2 – Student Handbook & Building Notice Board

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↗ WELCOME OR WELCOME BACK TO BIMM BRIGHTON!

We are committed to having the best music college in the UK, providing an inspiring environment where young musicians can learn and develop their career paths and where the very best musicians and industry professionals are keen to make a contribution. We treat all musicians and music industry students on our courses as individuals, and will help you to achieve your specific career aims and to overcome any difficulties and issues along the way.

We understand how hard it is to break into the music industry and how frustrating it can be at times. Whilst there are no easy answers or quick shortcuts, our courses will give you the knowledge and direction to plan your own career in an effective way.

Please read through this manual and understand that everything in it is there to help you get the most out of your time at BIMM. Please use all the systems we have in place – they are there for your benefit. Within these pages you will find advice on who's who at BIMM, life in Brighton, Health and Safety, the Tutorial Programme and a few essential rules and regulations that you are required to follow.

Very importantly, please integrate yourself with the BIMM creative community and make the most of gigs and events at BIMM. There are guitarists, bass players, vocalists, drummers, songwriters as well as live sound engineers, tour managers and music business students, all in the same position as you. We want you all to develop together; for example if you are a songwriter, please get to know some bands or artists as some may need your songwriting input! Or vocalists, there may be a songwriter with great song that's perfectly suited to your vocal style. If you participate fully and network with your fellow students, you will achieve great results and build a strong foundation for your career as music industry professionals.

You have chosen to work in a very competitive industry and no one is saying it is going to be easy. We're sure there will be days when the challenges facing you seem insurmountable. The ability to work through the tough times is what determines those who succeed from those who don't and we are here to help.

Please pay particular attention to the unique tutorial programme at BIMM. Use it to develop with guidance from the Heads of Department, Support Staff and Tutors.

We wish you the very best for a fulfilling, creative and productive time with us in the year ahead.



Vaseema Hamilton
Principal

↗ BIMM ETHOS

BIMM provides a springboard into the world of contemporary music through an education experience that explores technique, music culture, artistry, technology and business, thoroughly and creatively, to enable every student to define realistic career goals in order to achieve excellence and reward in their chosen path.

BIMM is run by musicians, for musicians. We care about quality musical performance and have created an environment where artists, bands and those studying the music industry can develop within a thriving live scene. We measure the creative success of the college by the quality of music that we collectively produce. It's as simple as that.

We believe strongly in the importance of being able to play and write 'simple' music to very high standards. Of course, we want musicians to be able to play anything from Reggae to Jazz Fusion - but the point is that we want them to do it *well*. Great musicians have authority and personality in their playing; particularly those with stadium level gigs and hit record experience under their belts. That's what makes us pay money to listen to them.

Playing simple things well is often the last element of a professional musician's development. Why? Because it's hard! This whole concept is difficult to teach and we will spend a lot of time discussing ways to make you aware of the hallmarks of professional performance. We will focus on timing, use of click tracks, phrasing and tone production, helping you gain the confidence of a professional in their own area. We want to help musicians find their own voice too, and actively encourage personality and self expression within musical performance. Our role is that of a 'coach' as well as specialist instrumental teachers.

And finally, sounding great counts for nothing unless *you do something with it* and this requires a whole new set of skills, energy and effort. Each musician and music industry student is an individual and we recognise that. We want all the musicians at BIMM to establish their own realistic and obtainable career goals, underpinned by a solid plan and support from people with the professional knowledge to advise in a considered way. With hard work and effort anything is possible, as you can see by the achievements of some of our graduates.

↗ GENERAL INFORMATION

Please be sure you are familiar with the BIMM Code of Conduct (page 13), and also with the BIMM Golden Rules, as displayed in the BIMM West Common Room and all Live rooms.

TERM DATES 2012-2013

Autumn Term:

Monday 8th October 2012 – Friday 14th December 2012

Spring Term:

Monday 7th January 2013 – Friday 15th March 2013

Summer Term:

Monday 8th April 2013– Friday 14th June 2013

Term Time Bank Holiday Dates:

Early May Bank Holiday: Monday 6th May 2013 (college closed)
Spring Bank Holiday: Monday 27th May 2013 (college closed)

BIMM WEST COMMON ROOM

The Common Room at the Brunswick Street West site has been put in place to give you somewhere to gather whilst waiting for sessions to start, or in between sessions if you have a break in your timetable.

The Common Room is the only room within BIMM where it is permitted to eat and drink. Please show consideration for your fellow learners and BIMM staff by keeping these rooms tidy and clearing up any litter that you may have generated whilst using these rooms.

Please note that the BIMM West Common Room houses a TV which will be updated regularly with all the latest news about Guests, Gigs and other Events. It will also give you important information and reminders about exams and assessments. Please make sure that you take the opportunity to use the Common Room regularly to remain up to date with announcements.

DOOR CODES

BIMM House and BIMM East are both protected by codes on the door. These are there for your own safety, so do not give these codes out to anyone who is not a student at BIMM.
Please make a note of the following:

BIMM East – C1478Z
BIMM House – Press 2 & 4 simultaneously, then 3.

WI-FI

There is Wireless Internet access available in the BIMM West Common Room and the Digital Studies Suite in BIMM House for your use. The network name in the common room is **BIMM-COMMON**. The password is **studentaccess**. The network name in the Digital Studies Suite is **BIMM-RES**. The password is also **studentaccess**.

BIMM HOUSE DIGITAL STUDIES SUITE

There is a computer resource room located in the basement of BIMM House for all students to use when timetabled lessons are not taking place. Please adhere to the rules of the Digital Studies Suite and note that printing services are NOT available.

NOTICE BOARDS

If you wish to place any posters, adverts or flyers on any of the BIMM Notice boards, please speak to West or East Reception. Unauthorised posters will be removed.

WATER MACHINES

There are water machines for your use in the BIMM West Common Room, BIMM East Reception Area and BIMM House Main Entrance. Please dispose of the paper cups responsibly.

LIBRARY FACILITIES

The BIMM E-Learning facility is available for use by all students. You will be given further details, including your login details for this service, during Term 1.

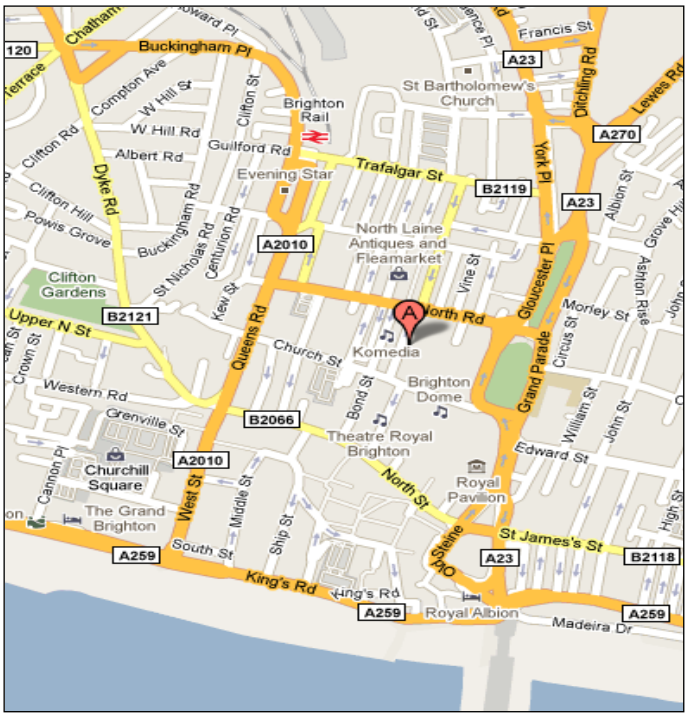
The Jubilee Library is also available for all students to use. Opening times and where to find the library are listed below. You will need a library card if you wish to borrow materials from the library or use the online features on the library website: http://www.citylibraries.info/default.asp

The Library has a wide and varied range of titles, many in non-English versions, and a large selection of audio books. The Library also holds a wide-ranging collection reference books and an extensive music section which holds CDs, music scores, tutor books and more.

There are also a number of quiet study areas available and a separate computer suite which offers free IT facilities including the use of Word Processing software and the Internet (pre-booked, 1 hour sessions only). Jubilee Library also offers free Wireless internet to all its members.

To get a library card you will need to visit the Jubilee Library in person with proof of your address and signature. You should bring the following with you:

- One form of current identification showing your address, such as a driving licence, bank statement, utility bill or franked envelope.
- One form of current identification clearly showing your signature, such as a bank card, credit card or passport.





A – Jubilee Library
Jubilee Street, Brighton, BN1 1GE
01273 290800 / 296969

Monday 10am-7pm
Tuesday 10am-7pm
Wednesday 10am-5pm
Thursday 10am-8pm
Friday 10am-5pm
Saturday 10am-5pm
Sunday 11am-4pm

SMOKING POLICY

Smoking is not permitted anywhere within the BIMM Buildings. Please use the designated outdoor smoking areas as follows:



BIMM West/House: There is a large bicycle parking area next to the West building which can be used for smoking.

BIMM East: Immediately outside the building. Please do not use the benches at 'Brighton Rocks' next door as these are there for their customers ONLY.

When smoking please do not throw your used cigarette butts on the floor but place them in the bins provided. Please also be mindful of our neighbours and keep noise to a minimum when smoking outside.

RECYCLING POLICY

Recycling stations with clearly marked bins for the disposal of paper, plastics and cans are to be found in the following areas:



At BIMM House: In the ground floor entrance area.

At BIMM West: In the Common Room on the ground floor and on the first floor landing area opposite the staff office door.

At BIMM East: First floor, by the notice boards.

(Please note that because of space constraints recycling will initially be limited to paper at the BIMM East site.)

The success of our recycling policy rests upon the individual commitment of each student and staff member at BIMM. Please Recycle as much as you can!

HEALTH AND SAFETY

Ear Protection at BIMM

It is recommended that Ear Protection is worn for your Health & Safety. Ear plugs can be found in each Live Room or can be obtained from the Estates Department. Please take time to read the Hearing Protection Information Notice on the following page of this manual.

Hearing Protection Information Notice

Exposure to loud music at clubs, gigs, and festivals, and through personal music players, can cause <u>irreversible</u> damage to your hearing. This can lead to permanent ringing in the ears or premature hearing loss.

Prolonged exposure to sound over 80 decibels can damage your ears!



- 20 dB(A) is a quiet room/whispering/rustling leaves.
- 60 dB(A) is an ordinary spoken conversation.
- **80 dB(A) is shouting.**
- 80-100 dB(A) is a night club.
- 110 dB is a pneumatic drill nearby.
- 110-120 dB(A) is a rock concert.
- 140 dB(A) is the threshold at which noise is painful to listen to for most people. Some people may find lower levels painful too.



You can't toughen up your ears to loud music. If you think you've become used to loud music, it's possible that you've already suffered some damage.

Noise induced hearing loss is usually painless and gradual which often makes it difficult to notice until it's too late.

Once you damage the hearing cells in your ears they die and <u>cannot</u> be repaired. Once it happens it is <u>permanent</u>.

PROTECT YOUR EARS. USE EAR PROTECTION.

Information from the Royal National Institute for the Deaf [online]

If you require any further information on BIMM's Health & Safety, Environmental or any of our policies; please contact your Student Support Officer.



REHEARSAL AND RECORDING STUDIOS

Throughout term time and holiday periods, rehearsal space in BIMM House, BIMM West and BIMM East are available for students to book for free. You will be able to book one slot per week, and only two consecutive slots. Non-BIMM musicians can make use of these rehearsal slots if they are part of a BIMM band and all bands must comprise of at least 50% BIMM musicians.

Confirmed rehearsal times available will be published by email and on BIMM TV early in Term 1 and may be updated throughout the year so keep checking to see which days/times are available to book. Bookings can only be made at BIMM West reception between 11-12pm and 2-3pm, Monday to Friday.

BIMM has also teamed up with Monster Studios, one of the South's leading rehearsal studios to offer all students free rehearsal space. You will be able to book rehearsal space Monday to Friday at certain times – further details will again be published by email and on BIMM TV early in Term 1.

BIMM recommends the following rehearsal and recording studios:

Monster Studios

Unit 25, Hove Enterprise Centre,
Basin Road North
Portslade
East Sussex
BN41 1UY
01273 416 699
www.monsterstudios.co.uk

A.L.T. Studio

35 Church Rd
Hove
East Sussex
BN3 2GB

01273 711749
www.altrecordingstudios.com

Metway Recording Studios

55 Canning Street
Brighton
East Sussex
BN2 0EF
01273 698171
www.metwaystudios.co.uk

Brighton Electric Recording Co

43-45 Coombe Terrace
Brighton
East Sussex
BN2 4AD
01273 819 617
www.brightonelectric.co.uk

NUS CARDS

The NUS card offers a wide range of exclusive discounts and offers as well as competitions through the NUS website. You can use your NUS card to make your money go further on books, clothes, sports stuff, CDs, travel, computer gear, gigs, eating out and more. Below is a list of just some of the discounts available (a full list can be found on the NUS website):

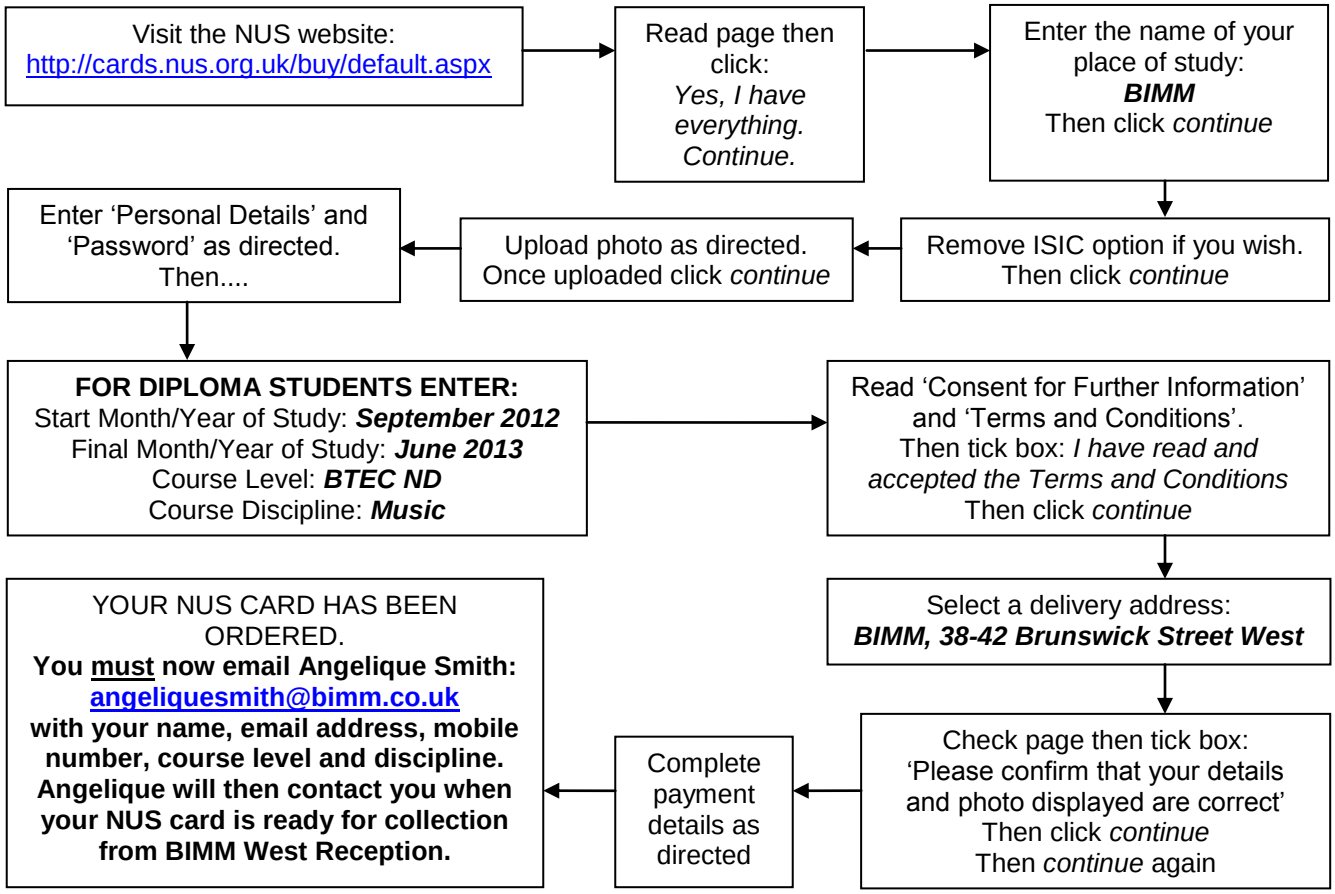
Get 5% discount off stuff at Amazon.co.uk, including books, music, DVDs and more, with free UK delivery on orders over £5.

Pizza Hut offers 20% discount on full menu price, available in Pizza Hut Delivery and Restaurants.

Odeon offers a student price ticket to all holders of a NUS card.

Topshop and the whole Arcadia Group including Topman, Miss Selfridge, Burton, Dorothy Perkins, Evans and Wallis all offer 10% to NUS holders.

NUS cards are available to buy on line and cost £12. To buy your card, please follow these instructions:



COUNCIL TAX INFORMATION

Do students pay Council Tax?

No. Council Tax is a local tax on domestic property. As a student you are **not** required to pay this.

Do you live in Brighton & Hove during term time?

If yes, then you don't need to do anything. BIMM will supply Brighton & Hove City Council with a list of students and their course details once you have enrolled on your course. The Council will check your name against this list and you will be automatically exempt from Council Tax.

I live outside Brighton & Hove – what do I do?

You will need to contact your local Council Tax Office to tell them you are a student and when you move in/out of an address. You will also need to provide them with a Student Certificate as proof of your studies. Please contact BIMM West Reception who will be able to provide you with a Student Certificate.

Contact information for local Councils

- Adur District Council: 01273 263000
- Lewes District Council: 01273 471600
- Mid-Sussex District Council: 01444 458166
- Brighton & Hove City Council: 01273 291291



Remember! Your Council must know you are a full-time student. If you don't do this the Council may take recovery action against you which will lead to a Magistrates Court Summons and possibly sending a Bailiff to your address.

If you have any problems, please contact BIMM West Reception.

DIRECTIONS FROM BIMM HOUSE / BIMM WEST TO BIMM EAST

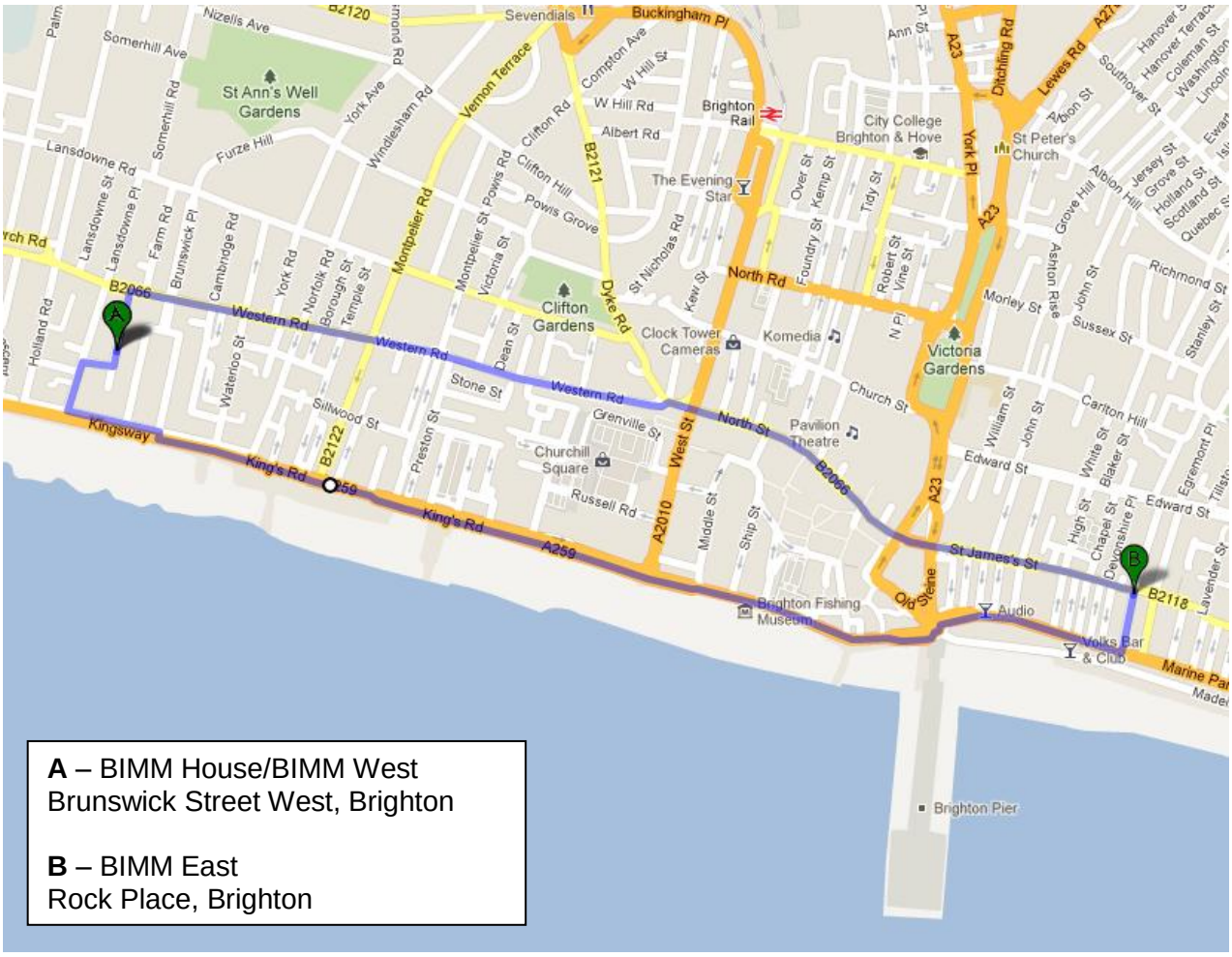
You have two options as per the map below:

- Walk along the seafront passing both piers and enjoy the view!

Or,

- Walk along Western Road past Churchill Square. At the Clock Tower, walk down North Street, again past Boots and TK Maxx. At the Old Steine cross over towards Sainsbury's and then head up St James's Street. You will find Rock Place on the right hand side. This is also the route taken by bus numbers 1, 1A, 2, 2A and 7.

Both routes are approximately equal distances and will take about 30 minutes to walk. A bus should take around 15 minutes.



A – BIMM House/BIMM West
Brunswick Street West, Brighton

B – BIMM East
Rock Place, Brighton

↗ BIMM RULES AND REGULATIONS

CODE OF CONDUCT

During enrolment week you will receive a copy of this Code of Conduct which we will require you to sign. This will be held on your personal file.

<table>
<tr>
<td>

Health and Safety

- I will attend to and abide by all rules and regulations regarding Health and Safety as instructed by BIMM staff.
- I will respect all premises and help keep BIMM's facilities clean and tidy.
- I understand that NO Hard cases are allowed on site (this is a fire risk).
- I understand that there is strictly NO chewing gum, food or drinks in Live Rooms or Studios apart from water.
- I understand that I should always USE ear protection.
- I understand that NO mobile phones are allowed in classes.
- I understand that BIMM has ZERO TOLERANCE to drugs and alcohol.
- I understand that there is NO loitering outside 7 Rock Place or on Brunswick St West. (We have neighbours, so please respect the noise levels and DO NOT become a nuisance. This will be enforced by all staff).
- I will NEVER open any of the windows (we have air-conditioning and soundproofing, if you have any problems please see Karl Middleton or Lewis Hoadley and they will be happy to help).
- I will not give the code to the buildings to ANYONE (security cameras are recording all the time, so your gear is safe – but extra precaution is necessary. Please notify a member of staff if you see anything suspicious.

Please note there are NO parking facilities at BIMM House, BIMM West or BIMM East.

</td>
<td>

Attendance

- I will attend 100% of all timetabled sessions.
- If for any reason I am unable to attend I will inform BIMM through the authorised absence reporting procedure. (This is laid out on page 14)
- I will attend all classes on time, arriving 5 minutes before the start of the session to set up.
- I understand that regular non attendance or lateness will result in disciplinary action.

Payment of Fees

I will meet all deadlines for payment of fees and understand that non payment will result in my place at BIMM being withdrawn.

Personal Details

I will keep BIMM informed of any changes in address or telephone number during my time as a student.

Completion of Work

I will complete all assignments and coursework by the set deadline and understand that failure to do so may result in disciplinary action.

The most important thing of all …

I will enjoy my time at BIMM and get the most out of my course!

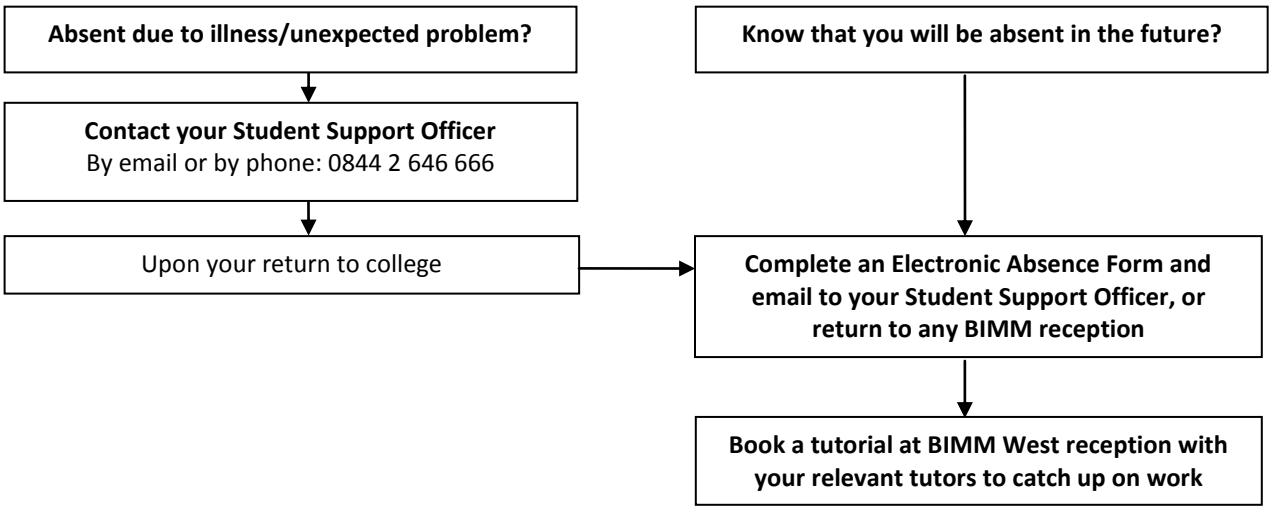
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<td>Signed:</td>
<td>Date:</td>
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<td>Printed name:</td>
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</table>

ABSENTEEISM

Each stage of your course has been designed to fit together to form a complete experience. Any part that you miss will mean that there will be gaps in what you need to know. You will also be letting down the other students in your group.

If you were employed in a professional context a "no-show" with no explanation would be taken very seriously and probably get you sacked. To get the most out of BIMM, you need to be here!

We understand that occasionally you will have reasons to be away that are unavoidable, but when this is the case you must let us know. We think of you as professionals here so you need to let us know by using the following procedure:



Remember! You must make your Student Support Officer aware of your absence. This is your professional responsibility!

LATENESS

Each session at BIMM starts on time and you need to be there on time to hear the start. It is in the first few minutes of the class that the tutor introduces the Aims and Objectives that you will achieve.

- Arriving late is disruptive for the rest of the group and disrespectful to the tutor.
- If you are late this will be recorded on the register.
- If you are persistently late this will be reported to the Student Support team and you will be called for a tutorial.
- Tutors may, at their discretion decide to exclude you from a session if you are very late and your late arrival is disruptive to the group.

AUTHORISED PROFESSIONAL ACTIVITY

In some instances you may secure some professional work that is so important that you need to accept it even though you may miss lectures or assessments. It is very important to handle this in a professional way.

Authorised professional activity should be work that is of sufficient importance, as to advance your career aims and objects or provide a significant relevant professional experience. Activity should broadly support the learning outcomes of the programme. However:

Every effort should be made to move work opportunities to periods that do not clash with the BIMM timetable. A balance must be struck between the advantages of undertaking the work and disadvantages of missing lectures or assessment. This procedure must not be employed lightly!

A list of suggested work that would come into the authorised category is provided here for illustration, but this is not exhaustive:

- National touring
- Radio/TV work and interviews
- Major label recording sessions or similar
- Major auditions and job interviews
- Work placements with major publishers and record companies etc.

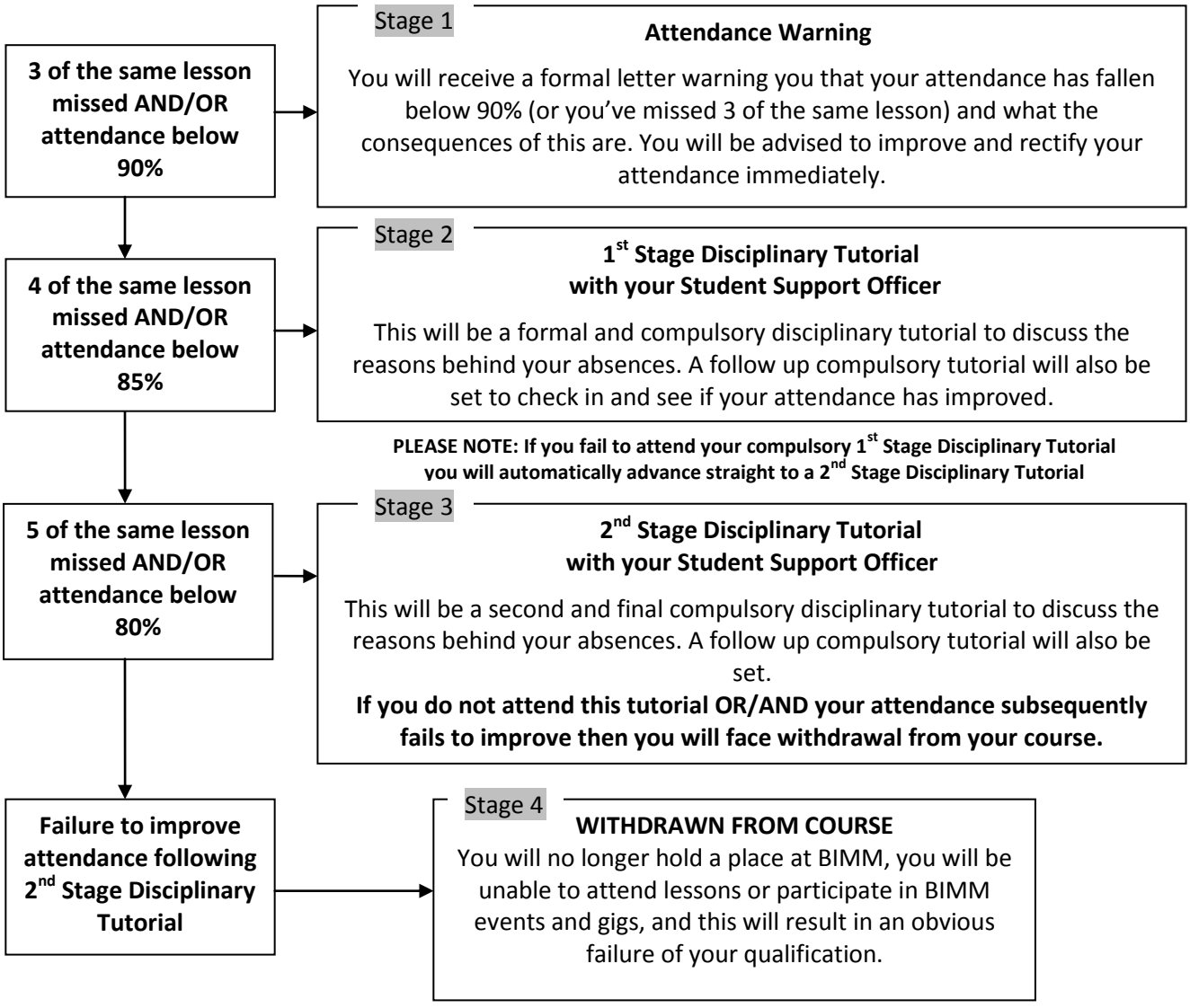
Things such as small-scale pub gigs, demo recordings, sound checks and rehearsals do not come into this category!

For professional activity lasting one full working day or less please use an Electronic Absence Form, following the absence procedure as laid out on page 14. For longer durations of work you will need authorisation from your Student Support Officer.

Remember! You can book a tutorial at BIMM West reception to catch up on work you may have missed.

DISCIPLINARY PROCEDURE

High attendance is key to high success here at BIMM and unauthorised absence is unacceptable. If your attendance falls below 90% our disciplinary procedure will be applied, as laid out below. This action is to find out why you have been absent and resolve any problems you may be having that have prevented you from attending. These procedures are in place to ensure that you achieve your highest potential and have the best experience possible at BIMM.



If you are called to a disciplinary meeting you have the right to bring a representative with you. If you are under 18 you may wish this to be a parent or guardian. If you are over 18 a supportive adult may join you. If you are under 18 then your parent or guardian will also receive a copy of the letter(s) sent to you.

BIMM has zero tolerance to serious misconduct. In such cases the Principal will be informed immediately and may suspend your place.

APPEALS PROCEDURE FOR DIPLOMA STUDENTS

- To appeal on a mark given for examinations or coursework, a BIMM Appeals procedure form needs to be completed. These are available at BIMM West reception.
- In the case of a coursework appeal, the appeal must be made within 14 days of receipt of feedback.
- In the case of overall results at the end of the Academic Year, an appeal must be made within 21 days of the Student receiving their overall results letter.
- Appeals are acknowledged in writing within 5 days of receiving the appeal form. The letter will give a timeframe of when the Student is likely to get a response. At this stage no indication will be given of the outcome of the appeal.
- Appeals are initially dealt with by Angelique Smith (Head of Student Support) and then passed onto Adam Bushell (Assistant Principal – Curriculum and Creative).
- A meeting with Vaseema Hamilton (Principal) and Adam Bushell will then be organised to discuss the appeal.
- Once a decision has been made a response will be made in writing from Vaseema Hamilton (Principal) outlining the decision made.

STUDENT COMPLAINTS

Should you have a complaint about any aspect of your studies that you feel has not been resolved in discussion with your tutors, Head of Department or support staff, BIMM has a Complaints Procedure. This is available in full on request from the Head of Student Support, Angelique Smith.

The first stage of an official complaint requires you to complete the Complaints Form which is also available from the Head of Quality & Student Support, Angelique Smith.

↗ TUTORIAL SYSTEM

The aim of the BIMM Tutorial Programme is to support you to get the most out of your time with us and to achieve at the highest level. Please ensure that you read all the following notes carefully so that you understand how the programme works.

Tutorials are a precious time with industry professionals who must be treated with respect. You must give 24 hours notice if you wish to change a pre-booked slot or cancel, as this will enable someone else to benefit from your absence.

TUTORIAL RULES

There are some ground rules to abide by when you attend tutorials, designed to facilitate a secure environment for you and your tutor:

- ↗ Always be respectful towards your tutor/member of staff, as they will be to you.
- ↗ Bad or inappropriate language will not be tolerated.
- ↗ Confidentiality must always be upheld.
- ↗ The only staff that will see your tutorial records are those that need to, in order to support your studies.

There are five different types of tutorials:

INDUCTION TUTORIALS

This first meeting will be an opportunity for us to begin to get to know you and find out what your ambitions and career plan are and, most importantly, to identify any needs you may have in terms of additional learning support. During the session the tutor will fill in an Induction Review sheet to record your discussion and you will be given a copy of this. Your Induction Tutorial time will be given to you in enrolment week.

CAREER ACTION PLANNING TUTORIALS

During your course you are encouraged to book in for a Career Action Planning Tutorial with any member of the teaching staff that has tutorial allocation. These tutorials are a unique aspect of the BIMM experience that enable you to have intensive one-to-one meetings with highly experienced professionals who know about the music business, because they have lived it.

These tutorials are also extremely useful if you have any problems with anything you may have learnt in class but don't understand or any general class related queries. To book at tutorial you need to fill in a request form and book with staff at BIMM West Reception.

Tutorials are limited to three per student, per term. If you feel you need more, please contact your Student Support Officer.

PASTORAL TUTORIALS

Pastoral tutorials are designed to help you deal with any issues that might get in the way of your enjoyment and success at BIMM e.g. medical, financial, accommodation or other personal issues. You can book a Pastoral Tutorial with your Student Support Officer at BIMM West Reception or by contacting them directly.

Where punctuality or unprofessional behaviour is an issue those students will be called to a Pastoral Tutorial with your Student Support Officer. Attendance issues will also be dealt with by your Student Support Officer as laid out on page 14.

In serious situations which require further support, BIMM can refer you to one of our college counsellors who provide a completely confidential service. Please contact your Student Support Officer for referral. We also have information of other specialist professionals should this be appropriate and supportive for you.

ASSESSMENT TUTORIALS

If you have any queries with regard to assessments or assignments for further education, please book a tutorial through reception at BIMM West with your Examinations & Assessment Officer.

ARTIST DEVELOPMENT

BIMM operates a very successful Artist Development department, designed to offer practical and consistent advice to all BIMM musicians and artists seeking help with their ongoing development, whatever the stage of their careers.

The Department consists of a number of specialist tutors, all of whom have extensive experience and know-how in this area. This team will either be delivering scheduled Artist Development and Performance Preparation lectures, or providing tutorial support. These tutors will also be involved with and be able to offer advice on other areas of BIMM such as BIMM auditions, the A&R list, BIMM End of Term Gigs, Live and Lyrical and the House Band system.

Every student will be able to book tutorials with the Artist Development team in the usual way.

↗ LEARNING SUPPORT

Studying at BIMM is different to learning at school. There's less supervision and more responsibility for getting things done yourself. Our Learning Support Service is there to help you adapt and succeed by giving you free, helpful, friendly advice. We will also ensure that you have all the support you need to fully participate in class and examinations.

At BIMM we provide advice, guidance and support to students with a range of needs including, but not limited to:

- ↗ Autism Spectrum Disorders / Asperger's Syndrome
- ↗ Dyslexia and other specific learning difficulties
- ↗ Mental health
- ↗ Mobility impairments
- ↗ Sensory impairments
- ↗ Unseen disabilities like Epilepsy / HIV / AIDS / Chronic Fatigue

If you've indicated that you have any additional support needs on your application form then we will contact you before you arrive at BIMM and schedule a tutorial during enrolment week to ensure your needs are properly considered and that you have details of the facilities available.

At any time you can book a tutorial with your Student Support Officer to discuss any difficulties or worries you have. If it's appropriate, we will also arrange for you to meet with our Learning Support Advisor, Denyse Whitehouse. Denyse has a long background in teaching I.T. and Special Needs Education, and is a qualified Dyslexia support tutor and SENCO. She is also extremely passionate about music.

Learning Support Sessions with Denyse will be tailored to suit your specific needs. Denyse can help you with such aspects as organisation, time management, structuring and planning of work, proof-reading skills and exam and revision techniques – whatever your needs are. This support is not subject specific but offers study skills that can be applied throughout your course.

Even if you don't feel you have any specific Learning Support needs (such as those listed above), our Learning Support Service is still available to help you from the minute you arrive at BIMM until you finish your studies. Just contact your Student Support Officer for more information.

↗ COUNSELLING

We recognise there may be times when you'll require further support in addition to the Pastoral Tutorial system. If this is the case, your Student Support Officer can refer you to one of our College Counsellors, who provide a completely confidential and free service. They are trained to offer specialist support and guidance on a range of issues, which may include attendance difficulties, relationship problems/break-ups, loss, depression, identity, eating disorders, alcohol and drug problems, stress, panic attacks, obsessions etc. Or you may simply need a place to reflect, and someone to listen.

Counselling can be helpful in enabling you to work through issues that may have become overwhelming, or when you just feel stuck. It may also help you discover your own resources to find a new understanding or solution.

If at any point you feel you would benefit from counselling, please contact your Student Support Officer. At BIMM, we also have strong relationships with specialist agencies such as the Youth Advice Centre (YAC), Connexions and the YMCA Housing Service and once again, your Student Support Officer can refer you to these professionals should it be appropriate and supportive for you.

↗ ASSESSMENT AND PROGRESSION

All students will receive an Assessment Book early in Term 1. Make sure you study this carefully as it clearly outlines all exams and assessments with related criteria and hand in dates.

Assessment feedback will be emailed out early in Terms 2 and 3. Please make sure you keep us updated with your current email address. You can do this by informing BIMM West Reception.

SUBMISSION AND FORMAT OF COURSEWORK

All coursework assessments should be created in Microsoft Word and should be saved as Word 97-2003 documents. Please ensure that documents are not overly large by reducing the size/resolution of images and keeping all graphs and diagrams clear and succinct.

Work will only be accepted by submission via email. Please ensure that you virus check your work before submitting. A good free checker is Avast, which is easily downloadable via the internet. You must submit your work via email to diplomaassessments@bimm.co.uk . The subject of your email should include your name, discipline and the subject of your assessment e.g. *Joe Bloggs, Songwriting, CV Database*.

You will receive an email from BIMM to confirm that your assessment has been received. If you do not receive an email, please contact your Assessment & Examinations Officer.

ASSIGNMENT DEADLINES

At BIMM we expect all coursework assignments to be handed in before the specified deadlines. Late submissions may result in the failure of your assessment and consequently, your course. If you have any concerns or do not feel you will be able to submit required work on time then you must contact your Assessment & Examinations Officer, through BIMM West Reception immediately. Please note that extensions to deadlines are only granted in extreme circumstances with satisfactory evidence to support claim.

SEATED AND PERFORMANCE EXAMINATIONS

All performance and seated assessments are scheduled well in advance, and specific details of times and locations will be made available to you a few weeks prior to the assessment date If you have a genuine reason and know you'll be unavailable at the required time, then you must complete an Assessment Absence Form and hand it in to BIMM West reception ASAP. If the absence is accepted and authorised, we will then arrange a re-sit for you.

If you feel that your absence needs to be explained in person, please book an Assessment Tutorial with your Assessment & Examinations Officer through BIMM West Reception.

If you have any assessment related queries or concerns then you should contact your Assessment & Examinations Officer or Student Support Officer.

PROGRESSION AT BIMM

Achievement of your Diploma qualification is compulsory if you want to progress onto higher level courses at BIMM. BIMM's Recruitment and Admissions team are available to assist you with any queries regarding course progression within the college.

Every year, students on the BIMM Diploma course are invited to apply for progression from their current course onto a higher level course at BIMM. You will be informed in November and December 2012 of when you will need to apply. The application process involves a briefing with the Recruitment and Admissions team, filling in an application form and attending an interview with a relevant member of staff. These interviews usually run for 10-15 minutes and will help us to determine what course is most suitable for you to progress onto.

There are conditions that must be met for students to progress, in addition to the achievement of your Diploma qualification. You will be informed of these at your interview and also by letter if an offer is made. Please be aware that progression is not guaranteed.

If you have any questions regarding this process, or any other elements of recruitment and admissions please contact the team by email:

- Anthony Giles, Recruitment Manager - anthonygiles@bimm.co.uk
- Josie Blacknell, Admissions Manager - josieblacknell@bimm.co.uk
- Hannah Irving, Recruitment & Admissions Assistant - hannahirving@bimm.co.uk
- Amy Scott, Admissions Assistant – amyscott@bimm.co.uk

↗ EVENTS, GUESTS AND GIGS

BIMM has a dedicated Events and Guests department that manages all aspects of guest visits, external auditions, BIMM gigs, and our programme of events. To make the most of your time at BIMM be sure to involve yourself in all of the opportunities offered, particularly as part of the 'TFI' guest programme. We also have an audition list, known as the 'A&R List', which offers high achieving students the chance to audition for some high profile projects outside of BIMM. Below we have a break down so you can see how it all works:

EVENTS AND GIGS

Each year we host many BIMM gigs, including the *Live and Lyrical* and *End of Term* shows, at prestigious venues across Brighton. These are essential indicators of the quality of the work we all do. All BIMM gigs are public showcases featuring our best musicians and must reflect professional standards of excellence. As such, all artists wishing to be part of the line up for a BIMM gig must first go through the audition process. All proceeds from ticket sales at BIMM gigs are donated to BIMM's nominated charities. There are also various other BIMM gigs that will take place during the year that you will be able to get involved in.

THE BIMM GIG AUDITION PROCESS

This process is run by BIMM's **Head of Artist Development** and **Head of Live Performance.** Gig auditions happen in week 8 of every term, and notices will be put up around the college to remind you to sign up. You'll also be made fully aware of the process in your Performance Preparation classes. Acts sign up for a slot at BIMM West reception and are given an audition timeslot there and then. All Diploma students studying Guitar, Bass, Drums, Vocals or Songwriting must ensure they audition each term, as the audition process forms part of your practical assessment.

Auditions are held in BIMM House and bands must arrive on time to play in front of an Audition Panel, which consists of 2 or 3 key tutors or Heads of Department. The audition panel members have lots of experience and understanding of instrumental and vocal performance, and of what a great live act should look and sound like. There may be more judges on the panel when assessments are taking place. Advice on how to ensure you perform well at audition will be given out in class and can also be found in your course notes manuals.

All auditioning acts are assessed on the criteria below and feedback from the panel will be given immediately after the performance. Acts find out if they have been successful in gaining a place in the gig line-up as soon as possible after the end of audition week, being notified by posters around the college.

AUDITION CRITERIA

Each of the judges on the panel will have an audition feedback sheet, which is divided into three main areas: Song Choice, Arrangement and Performance. These areas are subdivided into more detailed criteria, some of which the students must hit to make it on the gig. For example:

- The song must be suitable for the gig in question.
- The song must be within the technical ability of the performer(s).
- The musical arrangement/line-up must be interesting, exciting or full enough to hold the audience's attention.
- It must be in tune and in time
- All performers play out to the audience and deliver a confident, appropriate performance.

The remaining criteria areas are concerned with areas such as tightness of section changes, projecting charisma, confident playing, sounding good etc. There are over a dozen gigs taking place each academic year and you should be striving to be involved in all of them!

EXTERNAL AUDITIONS AND THE A&R LIST

Wendy Law is BIMM's Head of Events & Guests and organises all external auditions for managers, record companies, agents and publishers looking for musicians, bands or vocalists. To get on Wendy's A&R List you must be approved by your Head of Department They take into account not just your ability but your attitude and attendance too. All these elements are then examined to see if you are ready to be recommended for an external audition. Your Head of Department will then pass over your details to us and we will contact you for information. You must have a good photo and music CV at the ready!

GUEST PROGRAMME

BIMM's regular guest programme is affectionately known as 'TFI Friday'. This is where different music industry guests visit the college for Q&A sessions with BIMM students. These take place, mostly on Friday afternoons in one of BIMM's live rooms. Past TFI guests have included such industry legends as Roger Daltrey, Paul Weller, Jeff Beck, Chad Smith, Dillinger Escape Plan, Melanie C and Beverley Knight, to name a few. These are free events, and all you have to do is register your wish to attend at reception. As well as famous artists, the TFI programme includes many guests from all others areas of the industry, such as band management, marketing and promotion, record label and publishing, stage and tour photography etc. Make sure you don't miss out on these fantastic weekly events!

WEEKLY MAIL-OUTS

During term time you will receive a weekly mail-out email. This will give you a bulletin of all the BIMM events, guests and gigs happening in that week. It's a chance for you to keep up to speed with what's going on in and around BIMM. If you want to include any of your own gig listings, or have any exciting news we should know about, then email all details to Ann Graville, Head of Creative & Music Industry: anngraville@bimm.co.uk

↗ TRAVEL DISCOUNT INFORMATION

BRIGHTON & HOVE BUS ID+ CARD

If you're aged 5-19 you can apply for a free Bus ID+ card, entitling you to the following discounts:

Travel for 20p	For any one-way journey, anytime, any day, when travelling with an adult
Travel for just 50p	For any one-way journey at weekends, designated school holidays and after 6pm on school days when travelling alone
Child fare	On school days up to 6pm when travelling alone (half the adult fare)
Reduced rate	1 day CitySAVER £1.80 (from bus driver) 1 day SuperSAVER £2.50 (from driver) 1 week SAVER £8.50 (from driver or £7 online or from 1 Stop Travel Office) 3 month SAVER £70 (online or from 1 Stop Travel)

If you're aged 19 or over, there are three tickets available for students with a valid NUS card:

- ↗ £10 one week *SAVER**
- ↗ £100 three month *SAVER** (two passport photos required)
- ↗ £300 one year *SAVER** (two passport photos required)

* *SAVER* tickets give unlimited travel on ALL Brighton & Hove services *except* Nightclub Buses N29, N69, N98, N99 and School Services 92C, 116. Saver ticket holders can also travel on Night Buses N7 and N25 by paying £1.00 per journey.

Tickets and application forms are available from 1 Stop Travel**,** Old Steine, from Brighton Station**,** and from The Brighton & Hove Bus Company's office at 43 Conway Street, Hove BN3 3LT, or visit the Brighton & Hove Bus website.

WEST SUSSEX COUNTY COUNCIL 'GREEN 3-IN-1 CARD' FOR BUS

West Sussex County Council also offers a discount scheme for full-time students, aged up to 19, living in West Sussex to receive half fare bus travel, instead of having to pay the full adult fare.

This 50% discount can be used on local bus services anywhere within West Sussex and on routes which cross the boundary but your journey must begin and end in West Sussex.

The 3in1 card also benefits as proof of age ID and offers retail discounts. Details of discounts can be found at: http://directory.yourspacewestsussex.co.uk/go/pages/discounts.html

NATIONAL RAIL 16-25 RAILCARD

National Rail offers the 16-25 Railcard which will save you 1/3 off rail fares across Britain for £28 a year, or £65 for 3 years. If you are aged between 16-25, or over 26 and in full-time education, you are eligible to apply (ask at BIMM West reception for an application form).

The 16-25 Railcard can be used at anytime (although a minimum fare does apply before 10am weekdays) on all Standard and First Class Advance tickets. It also gives you a wide range of discounts, details of which can be found at: http://www.16-25railcard.co.uk/cardholders/offers

SUSSEX STUDENT CARD

If you are aged 16 or over and a full time student at college or sixth form in East Sussex, West Sussex or Brighton and Hove you can get 34% off your rail season ticket to college with a Sussex student card. You must be on a Further Education course to be eligible, which includes BIMM Diploma courses. Go to www.connexions360.org.uk/travel/ for more information and to download an application form.

SOUTHERN RAIL SAVER (Bus & Train combination ticket)

Southern Rail offers the 'Southern SAVER'. It costs £14 (or £7 for Bus ID+ holders) and includes:

- One return journey on a Southern Railway train (but not before 10am on Mondays to Fridays nor returning from Victoria, London Bridge or Clapham Junction between 4.45pm and 7.15pm on Mondays to Fridays).
- Unlimited travel for a day on every Brighton & Hove bus in the CitySAVER area

This ticket is available from the driver of your first journey on a Brighton and Hove bus that day.



PLUS BUS

PlusBus is a train ticket that includes local bus travel. Ask for a £2 PlusBus onto your return rail ticket to allow you travel on any Brighton and Hove bus for the day. For further details ask at any railway station.

↗ BRIGHTON LIFE

The city of Brighton and Hove really does have everything - sun, sea, brilliant clubs, loads of live music, great places to eat, fabulous shops and a cosmopolitan vibe. It's estimated that students form 10 per cent of the population here, so you can be confident that you'll find plenty to keep you occupied. Below is a basic guide to some of Brighton and Hove's highlights.

CULTURE

Brighton and Hove is a highly creative city with a diverse culture scene with a wealth of theatre, galleries and cinemas. Notably:



- **Theatre Royal Brighton**, New Road, 08700 606650 – Two centuries old, with a resident ghost (!) this is the venue for pre-West End premieres and big shows.
- **The Dome/Corn Exchange/Pavilion Theatre**, New Road, 01273 709709 – An excellent venue for a wide variety of dance, music and comedy events.
- **Komedia**, Gardner Street, 01273 647100 – Home to BIMM's End of Term and Live and Lyrical shows, Komedia is the place to be for cutting-edge cabaret, comedy and live music.
- **Duke of York's Picturehouse**, Preston Circus, 0871 7042056 - The oldest purpose-build cinema in Britain, holding regular themed screenings as well as hosting visits from leading directors.

The highlight of the cultural year is the annual Brighton Festival. Held in May, it's England's biggest arts festival, attracting hundreds of performers to its three-week stint. You will be able to catch internationally renowned musicians, dancers, poets and writers. Complementing the festival is the Brighton Fringe, which is a mix of comedians, artists, speakers and street performers who spill out into the parks and streets.

The first weekend in August is home to 'Pride', the UK's biggest free Pride festival – a weeklong celebration of lesbian, gay, bisexual and transgender culture.

In October, the Brighton Comedy Festival is in town and you will struggle to find an evening when there isn't some fantastic comedy going on.

EATING OUT

Whatever your taste and budget you'll find plenty of places to eat in Brighton. There are over 400 restaurants, more than anywhere in the UK outside of London.

FRESH AIR



Obviously there's Brighton beach and the pier, but hop on one of the open-top buses that run from the seafront and you'll soon find yourself in some of England's most beautiful countryside. Devil's Dyke is the best place to enjoy breathtaking views of the South Downs, while Stanmer Park has acres of open space and a traditional tearoom that should go down well with your family when they visit.

NIGHTLIFE

When the sun sets, Brighton's legendary nightlife kicks in. The city boasts over 200 pubs and bars and the music scene is a way of life in Brighton. The majority of Brighton's clubs including Concorde 2, Audio, Digital and Coalition hold gigs in the early evening before opening up to their regular club nights later on and whatever you're into Brighton's club scene can provide. Don't worry about missing out on anything though – you'll be handed flyers at every street corner and most pubs, bars and cafes will have the latest what's on guide.

SHOPPING

Brighton can satisfy all your shopping needs. Big name stores can be found in Churchill Square shopping centre and on Western Road, but if you're looking for something a bit more off-beat then visit the North Laine, a laid-back area of independent clothes shops, cafes and record shops (not to be confused with the upmarket Lanes area with its cobbled alleyways of exclusive fashion and expensive antiques).



↗ BIMM BRIGHTON STAFF 2012/13

Vaseema Hamilton – Principal

Vaseema manages all aspects of BIMM's administration and curriculum delivery through our management team. She trained as a visual artist and ran her own studio for a number of years before moving into Arts education. Vaseema has taught at all levels, from Level 2 through to A Level, Foundation Studies and BA (Hons). As well as an extensive teaching and curriculum development background, Vaseema has over 15 years experience as a manager in Creative and Performing Arts education. Before joining BIMM she was Assistant Principal, Teaching and Learning, at City College, Brighton and Hove. This role gave her the opportunity to work closely with BIMM in setting up the college and with all of BIMM's key strategic partners in Sussex. These include: University of Sussex, City College, Central Sussex College and the Learning and Skills Council. Vaseema is dedicated to ensuring that every aspect of the student creative and academic experience at BIMM is second to none and this year will be focusing on staff development for all BIMM's tutors and on developing the tutorial programme

Adam Bushell – Assistant Principal (Curriculum & Creative)

It's Adam's job to ensure all heads of department and tutors are supported and encouraged to deliver the BIMM curriculum to the highest possible standards. Adam also oversees all aspects of Performance, Songwriting and Live Sound and Tour Management and Music Business courses to ensure the curriculum is current, cutting-edge and delivered in the most effective way. Adam is also a member of the Drum Department and has been with BIMM since its inception in 2002. He was Head of the Drum Department from 2002 until 2007 is responsible for writing much of the drum-specific syllabus at both FE and HE levels. Having played drums for over 20 years, in that time he has played , recorded and toured with Sheryl Crow, Faithless, Celtus, Sam Brown, Braund Reynolds, Public Symphony, Richie Kotzen and Phil Hilborne. He is also a regular contributor to Rhythm magazine, gigs regularly with various artists and on West End shows, and runs his own home studio.

Mark Irwin – Assistant Principal (HE & Quality)

With over 18 years experience as a Freelance Sound Engineer and Producer, working across all areas of the discipline from live and broadcast audio to studio and post-production projects. Mark cut his teeth 'on the road', as an audio engineer and went on to work as a studio engineer and producer. In the early 1990's, he became Managing Director of west London's Straylight Studios working with record companies such as Creation, Sony, Chrysalis, PolyGram and EMI. During this period Mark also worked as a freelance engineer for the Hothouse Flowers, Joe Strummer and David Gray, to name but a few. Since 1998 Mark has been closely involved with music education working at the University of West London for the London College of Music (LCM). In 2008 he Joined the Brighton Institute of Popular Music as Head of Higher Education and currently oversees the institutes Higher Education Provision at Brighton and Bristol.

Loraine Pearson – PA to the Principal

Loraine is responsible for the administration of the FE provision. Her duties include responsibility for the administration of all students' academic and financial records, maintaining good communications with partner colleges and local government offices on funding issues and changes to learner agreements. She also works very closely with the Principal as her PA.

Scott McGill – BA (Hons) Course Leader

Proclaimed “The Thinking Man’s Yngwie Malmsteen” by celebrated jazz and fusion author/critic Bill Milkowski, Scott McGill has been playing guitar for over 28 years. His career started at 19 years old as lead guitarist for RCA recording artist Robert Hazard (Girls Just Want to Have Fun). His formal training includes a BM in Jazz Performance/Composition from Temple University, USA, and ten years of study with legendary composer/theorist Dennis Sandole (teacher of John Coltrane and Pat Martino among others). He then went on to win critical acclaim as a leader of prog rock/fusion bands The Hand Farm and Finneus Gauge. As a solo artist Scott has led, recorded, and toured in bands featuring legendary bassist Michael Manring, keyboardist Jordan Rudess (Dream Theatre) and iconic bassist Percy Jones (Brand X) as well as Grammy-winning producers Neil Kernon and David Torn. As a teacher, Scott was Senior Lecturer of Jazz Guitar at The University of The Arts in Philadelphia, USA. He continues to earn critical praise for his playing and music.

Tony Shepherd – Fd(A) Course Leader

Tony is a professional drummer, percussionist and keyboard player. His work includes performances with Oasis on BBC TV’s Later With Jools Holland, with Boo Hewerdine at Ronnie Scott’s and at The South Bank Centre as part of PRS Songwriting Week 2002. He achieved worldwide record sales of 200,000 as a songwriter and performing member of The Bible. His experience includes co-writing, recording and promoting three major label albums, review writing for the music press, session work and extensive TV, radio and live appearances in the UK and abroad. He co-wrote the songs ‘Glorybound’, to which a chapter of Nick Hornby’s recent book ‘31 Songs’ is devoted, and ‘Honey Be Good’ which is featured in the film Fever Pitch.

Jon Stewart – Senior Academic Lecturer

Jon was the lead guitarist and songwriter for 90s Britpop stars Sleeper, enjoying three UK top-five albums and nine UK top-40 singles. Jon has also written and recorded with artists such as KD Lang and Mel C, and has played sessions for multi-hit record producers Stephen Street (Blur) and Damian LeGassick (Madonna). Jon writes a long-running column on the music business for Guitarist magazine, and also works as a music supervisor for film and TV projects. At BIMM, Jon is Senior Academic Lecturer and is available for one-to-one tutorials.

Mel Thornton – Head of Work Based Learning

Mel generates work placements and work-based learning opportunities for students at BIMM using contacts gained from over 13 years in the industry. She is available for tutorials for students of all courses at BIMM to discuss career planning, developing a CV or gaining entry into the music industry. Mel is also a useful contact for students looking to gain exposure for their music in the media as she is a specialist in PR. She worked with the band All Saints and managed their PR for three years before moving to BMG to work with Simon Cowell on Five and other major pop acts. After two years at Way To Blue, the UK’s leading music, film and game online PR company as Head of Press (Travis, Badly Drawn Boy, Basement Jaxx, The Streets) Mel moved to Brighton and set up Stay Gold PR, developing rock acts, consulting to BMG on Avril Lavigne and Pink, as publicist for Guilfest in 06 and managing the PR campaign for the first Great Escape festival in Brighton before joining BIMM as a full-time member of staff.

Michelle Jay – Financial Controller
Michelle is BIMM's Financial Controller, ensuring the smooth running of the college's finances. Michelle has gained her financial experience working within a variety of industries, the most recent being a pub management company. She recently relocated from London and thoroughly enjoys the music culture Brighton has to offer.

Bobby Lambkin-Williams – Management Accountant
Bobby is a part-qualified accountant and graduated from the University of Brighton in Accounting and Astrophysics. During his studies Bobby became a popular DJ for University Radio Falmer and spent several years as an indie DJ in London and Brighton. He enjoys playing guitar, martial arts, sailing, and running half marathons.

Anna Billinger – Finance Assistant
As Finance Assistant, Anna deals with financial aspects at both Bristol and Brighton campuses. Originally from Sweden, she graduated from the University of Gothenburg in Business administration and English, and has previously worked for American Express. She enjoys going to gigs and festivals, travelling, rock-climbing and snowboarding.

Ben Shipman – Management Accountant
Ben joined the finance team in July 2012 and is the Management Accountant for BIMM Dublin and Tech Music School based mainly at BIMM House. Ben has worked in finance roles for 15 years in various industries, the last 5 years as Management Accountant for one of the fastest growing companies in the UK.

Richard Cousins – Project Accountant
Richard has over 15 years finance experience working across a range of sectors, including Sussex University and more recently a Learning & Development consultancy in London. Richard's main focus is on providing financial management to a range of projects across the group, and providing general support to the finance department. He has a wide variety of interest including travel, sport and going to gigs.

Anthony Giles – Head of Recruitment
Anthony was one of BIMM's very first BA (Hons) graduates and has been a much sought-after bassist for many bands and projects across the UK since completing his studies. He is also the vocalist for Brighton-based hardcore outfit Here There Be Monsters. As a bass player and vocalist he has toured the UK and Europe extensively and has shared stages with the Lost Prophets, Raging Speedhorn, Sikth, Reuben, Linea 77 and Mark B and Blade to name but a few. He is also a keen music journalist, most recently contributing reviews to Tuned magazine. Anthony now brings his enthusiasm and passion for music to the BIMM Admissions and Recruitment team and is here to inspire and help musicians progress in their musical careers.

Josie Blacknell – Head of Admissions

Josie is the first point of call for any applicants wishing to apply to BIMM Brighton or BIMM Bristol. Her main role is to ensure that applicants are booked in for assessments promptly and support them in all aspects of their application. She is able to help with any questions relating to the admission processes; how to apply, course details, UCAS applications, costs, accommodation and open day information. Josie is qualified in Special Effect and Theatrical Make-Up, achieving A Levels at Sussex Downs College. Josie has a love for all kinds of music, especially progressive/post rock, blues, electronica and drum and bass.

Hannah Irving – Recruitment & Admissions Assistant

Hannah is the Recruitment and Admissions Assistant and is based at BIMM East. Hannah gives administrational support to the Heads of Admission and Recruitment and deals with all course enquiries and brochures. Hannah loves anything creative. She regularly goes to gigs and events with up-and-coming bands and enjoys going to music festivals. Hannah graduated in BA Hons in Writing Fashion and Culture at Southampton Solent University.

Amy Scott- Admissions Assistant

Amy is the Admissions Assistant, based with the rest of the R&A team at BIMM East. She is your first point of contact will all R&A enquiries and assists students in their day to day queries and concerns. She is also a great music enthusiast and loves the live music scene which makes Brighton and BIMM a perfect place to be.

Angelique Smith – Head of Quality & Student Support

Angelique spent four years studying Fashion Promotion and Communication at Central Saint Martin's College of Art and Design in London and went on to work with several glossy magazines. She then moved into the music business through styling. Angelique also has a strong educational administrative background. In her Student Support role at BIMM she delivers pastoral tutorials, monitors and implements learning support, maintains records of all student and assessments and monitors the attendance and tutorial support of students. As Head of Quality, Angelique manages all quality procedures including the monitoring retention, achievement, success and student satisfaction as we aim to improve these vital quality indicators

Anton Rogers- Quality & Student Support Officer BA (Hons) Year 1

As Quality and Student Support Officer, Anton's role is to ensure that students receive the support needed to be successful whilst studying at BIMM. Anton moved to Brighton after completing his BA in London and loves the atmosphere and diversity of Brighton. He has a wide variety of interests including travel, food, languages, photography and many different genres of music.

Kalee Jones – Quality & Student Support Officer BA (Hons) Years 2 & 3 and PG Cert

Kalee is the Quality and Student Support Officer for BA students. After 3 years of working in education administration in Surrey, she has recently moved down to Brighton and loves the local music and arts scene that Brighton offers. In addition to studying for a counselling qualification, Kalee loves going to gigs, baking cakes and doing arts and crafts.

Louisa Thomas – Quality & Student Support Officer Diploma, Professional Diploma & Fd(A)

Louisa is the Student Support Officer for Diploma, Professional Diploma & FD. Her role is to ensure that students receive the support needed to be successful whilst studying at BIMM. She loves music and feels Brighton has the best music scene for new and upcoming bands. She loves going to festivals and live music gigs around the city. Louisa graduated in BA Hons in Criminology & Psychology at Brighton University.

Elouisa Huitson- HE Administrator

Elouisa works within the HE team organising and taking minutes for meetings including the Board of Studies meetings and HE forums and is responsible for inputting and collating all the information for the exam boards. She enjoys attending local gigs and listening to a variety of music. Her qualifications are all art based but her passion is illustration.

Examinations & Assessments Officer – TBC

Examinations Assistant – TBC

Ann Graville – Head of Creative & Music Industry

Ann is responsible for the management of the Events & Guests department, including all Press, Marketing, Live Events and invited Guests. Also, all editorial for the BIMM website and the weekly BIMM student newsletter. With a background in Music and Entertainment, Ann has worked at Polydor Records, BBC Radio 1, BBC TV, TOTP and for Channel 4. She loves visiting the award winning Duke of York's cinema, seeing live bands at The Dome and shopping for vintage clothes in the North Laines.

Wendy Law – Head of Events & Guests

Wendy has worked exclusively in the music industry since she was 16 years old, at various major record companies including BMG/RCA, Universal/MCA, Universal/Island and Warner Music. She has also worked on the management side with bands like Massive Attack and at Live Nation. As BIMM's Head of Events & Guests, she is responsible for arranging BIMM's internal live gigs, as well as Graduation and Induction events. Wendy also books music industry masterclasses and guests, so you can learn from the best.

Kathryn Craddock – Music Industry Liaison

Kathryn has spent the last 15 years working within major record labels in the UK; firstly for EMI Records in press, followed by Chrysalis Records in A&R and for 10 years as a Senior Marketing Manager at Sony Music. Kathryn has worked on million-selling album campaigns and her artists included Jamiroquai, The Coral, Reef, Toploader, Hope of the States and The Zutons. Her role as Head of Creative and Music Industry includes the running of BIMM's independent record label South Coast Sounds, as well as marketing and overseeing the Events and Guests team, press and the A&R and audition updates for the music industry.

Rachel Mosleh – Alumni Assistant
Rachel is a member of the BIMM Alumni team and is dedicated to keeping in touch with our past students and offering guidance where needed. A graduate of BIMM Brighton, she gained a BA Hons Degree in Professional Musicianship specialising in vocals. She has performed worldwide with Beverley Knight, Heaven 17 and Amy Winehouse to name a few and has a wealth of recording experience. In addition Rachel works as a vocal coach for The Brit School.

Nic Ledger – Marketing Manager
Nic is responsible for the overall marketing of both BIMM Brighton and Bristol, developing new online and digital promotional possibilities and overseeing both the BIMM website and social media presence. Nic's background is in education marketing and video production. Outside of work he keeps fit and healthy by playing for a local darts team and enjoying the pleasures of 70s punk music. Nic is still very excited at having met Marky Ramone in his first week working at BIMM.

Karl Middleton – Head of Estates
Karl is a founding member and front-man of critically acclaimed metal band Earthtone9. They released three albums and toured extensively sharing bills with the likes of Fear Factory, Soulfly, A Perfect Circle, Pitchshifter, One Minute Silence, Lost Prophets, Hundred Reasons and Glassjaw. Karl is responsible for all aspects of estates management. He oversees the quality and safety of the college environment. His main roles include: preparation of the teaching and learning environment and all associated equipment; health and safety compliance and training; monitoring security and general maintenance of both sites; planning and overseeing of internal and external events and the monitoring / managing of student behaviour.

Adam Brown – IT & Facilities Manager
Adam has been playing guitar for five years in various bands and currently plays guitar and sings in Brighton-based rock band Duncan Grimface as well as working on solo acoustic projects. Adam graduated from ACM in 2005 with a double merit award in Guitar. He is responsible for IT support and facilities at the BIMM West building.

Ella Kempton – Head Receptionist
Ella is the Head Receptionist for BIMM and the first point of contact for all visitors to the college. She has an important role in responding to students' day to day queries and concerns. Ella is part of the Quality and Student Support team, helping to ensure that students receive the support needed to be successful whilst studying at BIMM. Ella graduated from the University of Brighton with a degree in Dance, Music and Theatre, and enjoys the Brighton music and arts scene. She is musical herself and plays the flute to a high level.

Alice Wilmott – Receptionist
Alice is one of BIMM's Reception Team providing information and assistance to students and staff alike. She graduated from University of Brighton after studying Materials Practice and worked in London for 4 years before moving back to Brighton. She enjoys the live music scene and creative atmosphere offered here. In her spare time she loves to garden and practice her art and craft skills, taking part in a variety of craft fairs.

John Sheldon – Receptionist
Originally from Plymouth, John moved to Brighton because he enjoys the vibrant arts and music scene and the diversity and eccentricity of the city. He started as a temp at BIMM in March 2012 and has worked in a variety of BIMM departments since then. He is now delighted to be a permanent member of staff working on reception. John enjoys music, classic movies, cooking, and entertaining with friends.

↗ BIMM BRIGHTON TUTORS 2012/13

Please note that the tutor list is correct at the time of going to print. Some variation may have occurred by the time the course begins.

ARTIST DEVELOPMENT DEPARTMENT

Andy Maclure – Head of Artist Development
Andy was the drummer and co-songwriter for 90's hit band Sleeper, enjoying 3 UK Top 5 Albums and 9 UK Top 40 singles. Andy has also written, recorded and gigged with artists such as Sophie Ellis Bextor, Bernard Butler, Mel C and Matthew Jay. He also runs Punk Rock Karaoke Ltd, the UK's original live karaoke band with Radio 1 DJ Steve Lamacq.

Jason Knight- Head of Live Performance
Jason has played keyboards professionally since the age of 15. Specializing in Hammond and Rhodes, he's played for a variety of artists including Reef, Kula Shaker, Sam Obernik and Ian Wills. His work as a session player has taken him around the world supporting the likes of Incubus, Travis, Feeder, Smashing Pumpkins, The Charlatans and David Bowie, as well as headlining festivals including V97 and Glastonbury.

Jake Shillingford – Artist Development tutor and Head of Music Business
Jake Shillingford is the founder of the cult orchestral alternative band My Life Story, with whom he released three successful albums and had six top forty singles. The band collaborated with PJ Proby, Marc Almond, Morrissey, The Wonderstuff and even headlined over Oasis. Jake is one of the first "DIY" music business entrepreneurs, having started his own label in 2002 funded exclusively by investors, benefactors and fans

Martin Wright – Artist Development and Songwriting tutor
A former student of Brunel University, Martin's diverse talents have led him to play drums, sing and produce for many top artists over the last decade. His list of credits includes Ronnie Wood, Slash, Mick Jagger, Beverly Knight, Natalie Imbruglia, Andrea Corr, Days of Worth, Reef, and Gary Brooker (Procul Harem). He is currently working on a new project with John Hogg (Moke).

Kieron Pepper – Artist Development tutor
Kieron is a talented multi-instrumentalist and songwriter, known most notably for his work with The Prodigy as their live drummer between 1997 and 2007. He's was also guitarist and vocalist in a 'Dead Kids' and 'Victory Pill', with ex-Prodigy guitarist Jim Davies. He is also the singer, guitarist, and main songwriter for his band 'Happy Gilmore'. Other projects he's been keeping busy with include 'No Santa', 'Garp', 'realtv' and 'Flint'.

GUITAR DEPARTMENT

Jim Williams - Head of Guitar

As a session guitarist, Jim has extensive live and studio experience with artists as diverse as This Mortal Coil, Pete Murphy, Maxi Priest, M-People and Craig Armstrong (Massive Attack). Also an accomplished composer, he has co-written with successful songwriters like The Matrix and Terry Walker, and writes and produces many scores for TV and film. His composition earned him an Ivor Novello award nomination in 2006.

Damien Morris – Deputy Head of Guitar

Damien is a graduate of the Musicians Institute and, since he graduated more than 10 years ago, has been a successful session guitarist and tutor ever since. He also has many touring and recording session credits to his name, working with acts such as Sugarbabes and Moby. He's also worked with members of The Average White Band, Jamiroquai and M People.

Pat Heath – Guitar tutor

Pat "The Shred" Heath is a regular contributor to Total Guitar and Guitar Buyer magazines. He also has a great deal of experience in music retail so he can advise you not only on your playing, but also how best to spend your money when it's time to invest in some new gear. As well as being a member of top UK Metal band Furyon, he's also released a solo album and has his own music production company.

Andy Bray – Guitar tutor

Andy was founder and Director of the Northern Institute of Guitar and has been an integral member of the BIMM team since its inception in 2002. He is a highly experienced session guitarist and educator, having toured with both Whitesnake and Zakk Wylde in addition to being a regular contributor to Total Guitar, Guitar Techniques and Guitar Buyer magazines.

Scott McGill – BA (Hons) Course Leader & Guitar tutor

Scott McGill's guitar playing career started at 19 years old. He's won critical acclaim in the mainstream press by leading, recording, and touring in bands featuring the legendary Michael Manring, Percy Jones (Brand X) and Jordan Rudess (Dream Theater), as well as Grammy Award-winning producers Neil Kernon and David Torn. He was Senior Lecturer of Guitar at The University of The Arts USA and is a columnist for Guitar Techniques.

Martin Cooper – Guitar tutor

Since graduating from the Guitar Institute in London in 1997, Martin has toured North America, Europe and the UK over a dozen times with various different artists. He's worked on sessions at studios such as Abbey Road and RAK in London. Martin is also an accomplished composer and recently had an instructional guitar book, CD and DVD released.

Terry Lewis – Guitar tutor

A graduate of The London Music School, Terry has toured the world as a member of Mamas Gun, having had number 1's in Japan and Hong Kong. The band has toured and shared stages with the likes of Erika Badu, De La Soul, Beverley Knight, Robert Cray, Taio Cruz, George Benson, Macy Gray, KD Lang and Corrine Bailey Rae. Terry has also performed and recorded with Lewis Taylor, Sandi Thom, Bewitched and US sax star Freddy V.

Guthrie Govan – Guitar tutor (Visiting Faculty)

Guthrie is widely regarded as one of the world's finest guitarists, with an incredible stylistic diversity, backed up by a flawless technique. Guthrie won the Guitarist of the Year in 1993 and went on to secure the gig as lead guitarist in progressive rock band Asia. He has played alongside musical legends such as Tony Levin, Steve Howe and Vinnie Colaiuta. He writes regularly for Guitar Techniques and Guitarist magazines.

BASS DEPARTMENT

Franc O'Shea – Head of Bass

Franc has recorded and played with many renowned artists including Steve Howe (Yes), Mike Lindup (Level 42), Lisa Moorish, top garage band Bah Samba and Jorge Pardo (Chick Corea / Paco de Lucia). He's also appeared on compilation albums alongside top bassists such as Marcus Miller and Victor Wooten, and is a regular contributor for 'Bass Guitar' magazine.

Dan Mckinna – Bass tutor

Dan's bass playing experience includes world tours, major festivals, multiple recording credits, TV and radio appearances, and working with all the major and several independent labels. He has worked with James Morrison, Ben's Brother, A Man Called Adam, Teitur and Sarah Blasko, among many others. Dan is currently with Tindersticks, with whom he has recorded two film soundtracks and three albums.

Eddie Myer – Bass tutor

Eddie has been a member of the band Turin Brakes since their inception in 1999, recording on their gold-selling albums and touring and performing on TV and radio around the globe. He's also performed and recorded with many other acts such as Bah Samba, Lucky Jim, Ben's Brother and Ozric Tentacles.

Max Taylor – Bass tutor

Max's professional career started at just 17, playing bass for the band Clor. Since then he has worked with many artists and bands including Roots Manuva, Esser, frYars, Mutya Buena (Sugababes), The Plump DJ's, Tom Robinson, Filthy Dukes, Ali Love, The Bays, Willis, Alex Metric, Diagram of the Heart, and more. Most recently, he recorded and toured worldwide with Dance pioneers Groove Armada.

Russell Carr – Bass tutor

Russell has played bass around the world with many artists including Skin, Nitin Sawhney, Steve Rodgers and even David 'The Hoff' Hasselhoff! In 2011 he performed to one of the biggest ever British television audiences at the Hyde Park Royal Wedding Celebrations. He has also founded a production collective whose work has appeared on various television networks in the UK, USA and Canada

Silas Maitland – Bass tutor

Silas Maitland is a London-based session musician who graduated from the Musicians Institute in 1989. He has over 20 years of live and studio experience, having played Bass with Geno Washington, Robert Fripp, Seal, Steve Jansen, Micky Moody and Melanie Blatt (All Saints). He is also in demand as a producer, writer and arranger and has over 15 years teaching experience.

Guy Pratt – Bass tutor
Guy is one of the World's most celebrated Bass players. His CV reads like a who's who of music, having lent his Bass playing skills to the likes of Madonna, Michael Jackson, Womack and Womack Bryan Ferry, Robert Palmer and Pink Floyd, the latter for whom he recorded and toured the 'Delicate Sound of Thunder', 'The Division Bell' and 'Pulse' albums. He's also an accomplished songwriter for film and television and, when not playing Bass, entertains the masses with his own one-man stand up show!

DRUM DEPARTMENT

Pat Garvey – Head of Drums
Pat has been a professional drummer since he was 17. As a busy session player, he's played on over 300 recordings, having enjoyed residencies at some of the UK's biggest recording studios. He's also toured all over the world and signed major and independent recording and publishing deals. His many TV appearances include Later with Jools Holland, MTV UK and America, and Top of the Pops.

Preston Prince – Deputy Head of Drums
Preston's drumming career has led him to work with artists such as James Hunter, Van Morrison, Viola Wills, Bap Kennedy, Camille O'Sullivan, and Astrid Williamson. Originally from New Zealand, Preston now resides on the South Coast of England where he has established himself as one of the south's most in-demand teachers. He's also an expert drum builder, his company Tiki Drums making some of the country's finest bespoke kits.

Adam Bushell – Assistant Principal and Drum tutor
Adam was Head of the Drum Department from BIMM's inception in 2002 until 2007 and is responsible for writing much of the drum-specific syllabus at both FE and HE levels. Having played drums for over 20 years, in that time he has earned extensive touring, recording, West End theatre, television and radio credits, with artists as diverse as Public Symphony, Sam Brown, Braund Reynolds, Freak Power, Richie Kotzen, Martha Reeves and Faithless. Having written and recorded for Rhythm magazine for over 10 years, he's also a highly regarded drum teacher and music industry educator.

Vinnie Lammi – Drum tutor
Vinnie is one of the UK's premier session drummers, having recorded and performed worldwide for many top artists including Robbie Williams, Emma Bunton, The Cocteau Twins, Supergrass, All Saints, Take That, Mel B and A Man Called Adam. A firm feature of ex-Spice Girl Mel C's band, he also secured the drum seat for The Spice Girls on their last world tour in 2007/8.

Michael Bowes – Drum tutor
Michael is a world class drummer who has performed with artists including Nellie Furtado, Joss Stone, Tears For Fears, Amerie, Mario, Heather Small (M People), Michelle Gayle, Black Legend, BLOW and Macy Gray. He has performed on many live TV shows including Top of the Pops, SMTV live, MTV, VH1, GMTV and The Jerry Springer show.

Steve White – Drum tutor (Visiting Faculty)
A British drumming legend, Steve White has worked with many high profile artists such as Oasis, Ocean Colour Scene and The Who, but it is his extensive work with Paul Weller for which he is perhaps best known. Passionate about education too, Steve is keen to pass on his knowledge and inspire the next generation of drummers at BIMM.

Stuart Roberts – Drum tutor
Stuart is one of the busiest drummers on the scene today. As well as being an established educator, he has toured and recorded worldwide with artists such as the Dhol Foundation, Talvin Singh, Katie Melua, and Alex McEwan. He's also an experienced pit player, playing on many West End shows and touring productions across the UK.

'Union' Jack Pollitt – Drum tutor
Jack is currently the driving force behind UK Soul Funk outfit 'Mamas Gun'. His dedication to drumming and passion for music has enabled him to work alongside many other A-list artists, including Beyonce Knowles, Beverley Knight, Pharrell Williams and Brian May. He has also played on various film soundtracks, including 'Hitch Hikers Guide to the Galaxy', numerous TV commercials, and has also worked in the West End.

VOCAL DEPARTMENT

Kate Cameron – Head of Vocals
A professional session singer for many years, Kate has sung on several gold-selling albums, including Ministry of Sound's classic Ibiza 99. She's also enjoyed great success with Norman Cook and Ashley Slater's band Freak Power. She's been signed to MCA/Universal and sung on several tracks charting in the UK Top 40. Kate's collaborative partners include Judge Jules, Boy George, Tim Westwood, Danny Rampling and Paul Oakenfold.

Elliot May – Deputy Head of Vocals
Elliot May has been in many bands since the eighties, both as a lead and a backing vocalist, working with artists such as The Brand New Heavies, Stan Campbell and Gavin Rossdale. Perhaps her most well known track as lead vocalist is on Do Your Thing.. by Basement Jaxx, that reached no. 24 in 2005. Her vast body of work includes Radio 2 idents for the Jonathan Ross show and many other advertisements worldwide.

Kirk Brandon – Vocal tutor
Kirk started his musical career with seminal Post-Punk band Theatre of Hate, in 1980. Their debut album Westworld was produced by Mick Jones of The Clash. He then went on to form Spear of Destiny in 1983, enjoying mainstream success and touring the world. He's also a member of Dead Men Walking, with Captain Sensible (The Damned), Slim Jim Phantom (Stray Cats) and Mike Peters (The Alarm).

Chip Jenkins – Vocal tutor
Chip is a professional vocalist who runs her own bands, performance agency and has a successful solo career. Her musical and visual style has been influenced by several years living in Paris and Monaco. She's recorded at London's 606 club, and performed in many major and exclusive London venues. In January 2008 she was a featured artist in The Moscow Times for playing for Ex-President Gorbachev.

Julie Brighten – Vocal tutor
Julie's career has covered many aspects of the industry. As an actress, she has starred in many West-End productions and appeared on TV with the likes of Paul Whitehouse and Kelsey Grammer. As a professional singer, she has been a guest vocalist for many years for the Kitsch Lounge Riot at The Cafe de Paris in Piccadilly, singing alongside Sam Brown, Clare Teal, Jamie Cullum and The Foundations.

Sue Richardson – Vocal tutor
Sue began performing from an early age, playing with big bands by the age of 16. After gaining a classical music degree at Goldsmiths, she spent many years playing in venues all over the world. She has worked for the BBC, performing at The Last Night of The Proms. She's a rising star of the UK Jazz scene and has recently recorded with Ian Shaw and played Ronnie Scott's. She regularly guests with the Humphrey Lyttelton Band.

Sarah James – Vocal tutor
Sarah forged her long career as singer, songwriter and drummer fronting blues rock combo Two Timers, recording and touring worldwide both in her own right and as guest of Maceo Parker, Status Quo, The Corrs, The Stranglers and many more. She is a highly qualified and sought after coach in both the singing and acting world, and a specialist in vocal technique and performance confidence-building.

Carleen Anderson – Vocal tutor (Visiting Faculty)
Carleen is a true star and has a talent, pedigree and charisma that is totally unique. She originally shot to fame as lead singer with the Young Disciples and later Brand New Heavies. Subsequent solo albums and collaborations with Paul Weller, Bryan Ferry and Dr John confirmed her status as the queen of British Soul. The Godfather of Soul James Brown was her real-life Godfather.

SONGWRITING DEPARTMENT

Ian Sillett – Head of Songwriting
Ian is a graduate of the Leeds College of Music, and LIPA. An award-wining songwriter having been signed to East West Records, Ian has also performed with Sir Paul McCartney, Joan Armatrading, Mark Knopfler, Beverley Knight, Jamelia and Sugababes. He is a composer and arranger for independent film company Atlantic Pictures, who have been awarded 22 Palme D'Or nominations, winning 4 in 'Best Film' category. He is also a member of the General Teaching Council. Ian also regularly contributes to BBC Introducing on BBC Radio Sussex.

Martin Wright – Deputy Head of Songwriting and Artist Development tutor
A former student of Brunel University, Martin's diverse talents have led him to play drums, sing and produce for many top artists over the last decade. His list of credits includes Ronnie Wood, Slash, Mick Jagger, Beverly Knight, Natalie Imbruglia, Andrea Corr, Days of Worth, Reef, and Gary Brooker (Procul Harem). He is currently working on a new project with John Hogg (Moke).

Kate Walsh – Songwriting tutor
Kate has been described as the British Joni Mitchell with a Dido-esque voice. A graduate of BIMM Brighton, Kate returns to the fold as an established singer / songwriter having achieved critical acclaim and chart success, most notably with her breakthrough album 'Tim's House', which reached number 1 in the iTunes download chart. Her compositions have formed the soundtrack to many feature films, including 'Angus, Thongs and Perfect Snogging' and 'The Decoy Bride'.

Heidi Berry – Songwriting tutor
Heidi is a solo recording artist who's released six albums to date, including an anthology on the Creation and 4AD labels. 4AD founder Ivo Watts-Russell said of her "Out of all the records we released on 4AD, Heidi's are some of the most important." Touring credits include Tori Amos, Primal Scream, and Everything but the Girl. Television soundtracks include Dawson's Creek, Baywatch, and various BBC documentaries.

Mark Flannery – Songwriting tutor
Mark spent 3 years as an engineer for legendary producer Mutt Lange (Bryan Adams, Shania Twain, The Cars, Lady GaGa, Maroon 5 and Foreigner) which included working on the smash hit album Hysteria by Def Leppard. He has also worked on hit albums for U2, Depeche Mode, Boy George, Yes, Will Smith and Black Sabbath.

Tim Hawes – Songwriting tutor (Visiting Faculty)
Tim has worked as a songwriter and record producer for the last twenty years. Published by Universal Music, he's worked with many high profile acts including Sugababes, The Spice Girls, Five, Hearsay and Aggro Santos. He has scored five number one singles and received an Ivor Novello Award for his songwriting. More recently, Tim has set up Z1 music publishing in partnership with Bucks Music in the UK.

Steve Hillier – Songwriting tutor
Steve is a songwriter and record producer who has worked with a diverse range of artists, from Keane to Gary Numan. He has written fifteen top 40 singles, including nine hits by his platinum-selling band Dubstar. Steve is also a journalist and music technology expert, writing for Future Music magazine and many high profile websites, including BBC worldwide.

Chris Difford – Songwriting tutor (Visiting Faculty)
Chris is an internationally acclaimed singer-songwriter. As founding member of multi-platinum UK band Squeeze, he has penned numerous classic hits alongside Glenn Tilbrook, such as Tempted, Pulling Mussels (From the Shell), Up the Junction, Cool for Cats, and Black Coffee in Bed. He's also collaborated with Elton John, Jools Holland and Wet Wet Wet, amongst many others. He has also released four solo albums to date.

MUSIC BUSINESS DEPARTMENT

Jake Shillingford – Head of Music Industry and Artist Development tutor

Jake Shillingford is the founder of the cult orchestral alternative band My Life Story, with whom he released three successful albums and had six top forty singles. The band collaborated with PJ Proby, Marc Almond, Morrissey, The Wonderstuff and even headlined over Oasis. Jake is one of the first "DIY" music business entrepreneurs, having started his own label in 2002 funded exclusively by investors, benefactors and fans.

Richard Harvey – Music Business tutor

Richard has over ten years' experience as a guitar teacher and gigging musician in both original and function bands. He has spent several years working in the financial services industry training, coaching and managing teams in credit risk operations; and brings his experience of team management and personal skills development to the BA Honours course.

Briggy Smale – Music Business tutor

As BBC Radio 1 entertainment news presenter, Briggy has covered festivals and music biz events all over the world and has interviewed the biggest names in music from Kings of Leon to Kylie; Snoop Dogg to the Sugababes. Currently, she is host of THE SPACE and is a visiting fellow at Southampton Solent University, mentoring music and journalism students.

Jon Stewart – Senior Academic Lecturer

Jon was the lead guitarist and songwriter for 90's Brit-Pop stars Sleeper, enjoying 3 UK Top 5 Albums and 9 UK Top 40 singles. He has also written and recorded with artists such as KD Lang and Mel C, and has played sessions for multi-hit record producers Stephen Street and Damian LeGassick. Jon writes a column on the music business for Guitarist magazine, and works as a music consultant for film and TV projects.

Johnny Hopkins – Music Business tutor

Johnny is PR Director of Triad Publicity. As Head of Press at Creation Records he launched the career of Oasis. Johnny is also an experienced lecturer in PR, media, history and popular music and how they intersect. He is also a successful DJ, and currently studying for an MPhil in Contemporary History.

Julian Porreca – Music Business tutor

Jules started playing piano when he was just 4. He studied under a number of renowned teachers at the Royal Academy of Music and the Royal College of Music, and was one BIMM's first songwriting graduates. He's created two successful music companies specialising in live bands and events. As a professional songwriter, Jules had a hit with The Day I Died, a co-write with Just Jack, which reached no. 11 in the UK charts.

Darren Sadler – Music Business tutor

Darren started his music journalism career as a staff writer at Metal Hammer. He moved to join Rock Sound as Deputy Editor, before joining Kerrang! as the Features Editor. He started Rock Sound TV and has appeared on various TV and radio shows. He also created the independent record label Undergroove Records, responsible for launching the careers of The Ghost Of A Thousand and Johnny Truant.

Anna Moulson – Music Business tutor
Anna works in the live music industry, having promoted live music in Brighton and beyond for over 15 years. Her company Melting Vinyl and are one of the largest music promoters in the south east, working with a stylistically diverse range of local, national and international artists. She has toured Europe as a tour manager, and is passionate about the development and promotion on new local talent, as well as established artists.

Dex Lush – Music Business tutor
Dex's career in artist management and A&R has seen him work with such luminaries as Simon Napier Bell and Chris Blackwell. He is the manager of South Central, who've recorded for Regal (EMI), Young Turks (XL) and remixed over 20 top acts. They've also toured with the Prodigy, Pendulum and The Whip. South Central has provided music for a number of top line video game titles and brand name commercials.

Mark Dawson – Music Business Tutor
Mark is BIMM's backstage expert. Starting out as a promoter in small pub venues, for the past 20 years he's been working behind the scenes in a variety of capacities, including tour managing artists from clubs up to festival headlines and production managing some of the most successful touring shows in the world, such as WWE wrestling. Mark is one of the UK's most experienced promoter reps and has done countless arena tours with artists ranging from Placido Domingo to Slipknot.

Mel Thornton – Head of Work Based Learning and Music Business tutor
Mel's role as Head of Work Based Learning utilises her contacts gained from over 15 years experience in the industry to generate work placements opportunities for all students at BIMM. Mel is available for tutorials to discuss all aspects of career planning and gaining entry into the music industry. Her history in PR has led her to work with All Saints, Simon Cowell, Five and Avril Lavigne, amongst many others.

Bob James – Music Business Tutor
Bob has over 20 years of experience in the Music Industry, working with contacts all over the World, including such industry legends as Randy Jackson (American Idol, Madonna, Carlos Santana) and Mick Fleetwood. He was also manager of UK R&B girl group ‘Misteeq’, achieving platinum album sales success.

Steve Lee – Music Business Tutor
Steve is a veteran of the music industry and has expertise in many different areas concerned with all aspects of an artist’s career, including record label, A&R, publishing, agents, touring, business management, legal, international marketing, indie distribution networks and artist development. As Director of Virgin Music Marketing, he’s worked closely with such names as Bryan Ferry, Lene Marlin, Enigma, David Guetta, Culture Club, Meat Loaf, Madness, Peter Gabriel and UB40.

TEACHING AND LEARNING DEPARTMENT

Neill Thew – Head of Teaching & Learning

Neill is an award-winning teacher who has taught in many Universities around the UK and Europe, including Oxford, London, Sussex and Gothenburg. His role as Head of Teaching and Learning at BIMM is focussed on ensuring BIMM students receive the best possible learning experience throughout their time here. Neill is also an accomplished writer and editor, and CEO of the Kangaroo Education Consultancy.

MUSIC TECHNOLOGY DEPARTMENT

James Shears – Head of Live Sound & Tour Management

James has had a varied career as a sound engineer, musician and singer/songwriter in the UK and South Africa. He has been a Product Manager Soundcraft and won awards at national level for album projects as both a producer/engineer and as an artist in his own right. His extensive experience as both musician and sound engineer give him a unique ability to understand life at both ends of the microphone cable.

Toby May – Music Technology tutor

Toby May has been a professional freelance sound engineer since 2001. Based at Metway Studios in Brighton, he has worked with a number of high-profile acts including the studios proprietors, The Levellers. Using a mixture of analogue and digital recording media and modern editing techniques, Toby has made a name for himself at BIMM by engineering and producing some of the colleges newest and exciting bands.

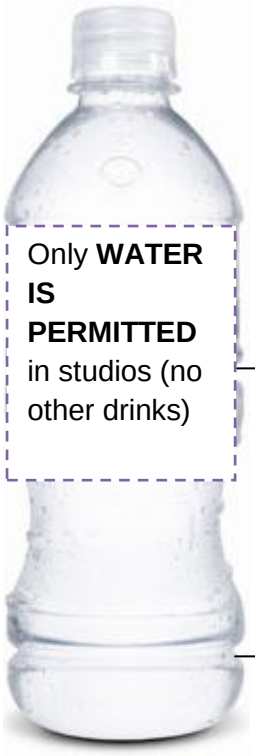
BIMM GOLDEN RULES

Respect our premises and help us keep the place clean and tidy.

Absolutely **NO** hard instrument cases should be brought into BIMM premises (this is a fire risk).



Always **USE** ear protection for live performance classes. Drummers will be required to wear ear protection for practical performance classes in the drum studios. This will be enforced by tutors and there will be regular checks on this.

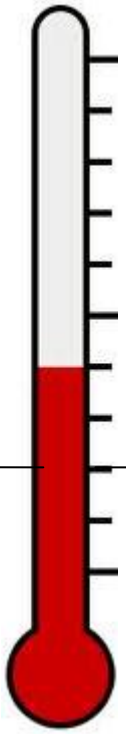


Only **WATER IS PERMITTED** in studios (no other drinks)

Strictly **NO** chewing gum, food or drinks to be consumed on-site apart from in the BIMM West Common Room.

BIMM has **ZERO TOLERANCE** to drugs and alcohol.

NO loitering outside any BIMM sites. From a personal safety point of view, there is fast moving traffic close to each of our sites. Also, out of consideration for our neighbours please keep noise levels to a minimum. Be aware that gathering in groups will restrict others ability to use roads and pavements freely, **DO NOT** become a nuisance. <u>This will be enforced by all staff.</u>

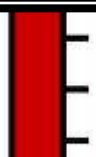


NEVER open any of the windows – we have air-conditioning to regulate the temperature within the buildings and it is important that we don't allow noise from BIMM to disturb our neighbours. If you think that the temperature of any rooms needs to be adjusted please see Karl Middleton (BIMM West), Adam Brown (BIMM House) or Neil Kingsbury (BIMM East) and they will be happy to help.

ALL STUDENTS MUST be prepared for class and show up 5 minutes **BEFORE** the class is due to start to get their seat and equipment set up and ready. This should not be done in class time

There are **NO** parking facilities at any BIMM sites. We encourage all students to use public transport where possible when travelling to and from BIMM.

You will be given a door entry code to the BIMM East and House buildings. **DO NOT** give this to **ANYONE**, security cameras are recording all the time, so your gear is safe – but extra precaution is necessary. Please notify a member of staff if you see anything suspicious.



BIMM musicians

Please show consideration to our neighbours:

Do not lock bikes to any railings or lamp posts on Brunswick St West. Please use the bike yard next to BIMM West.

Thanks-BIMM Team

BIMM musicians

Please show consideration to our neighbours:

Do not gather outside BIMM House or on any other part of Brunswick St West.

Make use of the common room and the smoking area/bike yard at BIMM West.

All cigarette butts must be put in the cigarette bin in the smoking area, do not drop butts on the pathway or road.

Thanks-BIMM Team

Appendix 3 – QAA

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University of Sussex Due Diligence – January 2012

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Section 1: Reputation and Standing of BIMM

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1. Reputation and standing of the proposed partner

1.1 Confirmation of Legal Status

Institution Head Office:	Brighton Institute of Modern Music 38-42 Brunswick Street West Brighton BN3 1EL
Registered Company Name:	BIMM Limited Company Number 06347465
Also Trading as:	BIMM Bristol 25 King Square Bristol BS2 8JN

We also trade as BIMM Dublin (this is another subsidiary of BIMM Limited)

Ultimate Parent Company:	BIMM Holdings Limited
Current Shareholders	(of BIMM Holdings Limited) Sovereign Capital Partners Paul Brett
Current Directors	Paul Brett (non-executive Chairman) Adam Carswell (BIMM Group Finance Director) Vaseema Hamilton (Principal BIMM Brighton & BIMM Bristol) Ryan Robson (non-executive Director) David Myers (non-executive Director)
Financial Controller:	Michelle Jay

Financial Information – BIMM Management accounts are appended – *see Appendix 3.* For further Information please contact: michellejay@bimm.co.uk

Please note that the audited Group accounts will be available by 31st January 2012 and these will be provided shortly thereafter.

1.2 Information on partnerships with other HEIs

BIMM currently has HEI partnerships as follows:

Middlesex University

Since 2009 we have run a post graduate teaching qualification – PGCert in Post Compulsory Education validated by Middlesex University. This course is delivered to BIMM tutors as part of our commitment to teaching and leading development and to a group of external fee paying students many of whom are graduates on BIMM.

Bath Spa University

Initially the Franchise partner for BIMM Bristol's Foundation Degree in Professional Musicianship which started in 2007 Bath Spa now also provides validation for the BA(Hons) in Professional Musicianship at BIMM Bristol.

Dublin Institute of Technology

In December 2010, BIMM Dublin entered into an agreement with Dublin Institute of Technology to provide a BA(Hons) in Commercial Modern Music. The programme commenced in September 2011.

1.3 Copies of external audits / reviews over the last three years – *see Appendix 1a-1d*

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Section 2: Compatible and Complementary Education Objectives with the University

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2. Compatible and complementary educational objectives with the University

2.1 BIMM Strategic Aims

Aim 1
To provide a specialist vocational music education for students whose primary goal is to work within the music industry

Objectives

- Review and develop the curriculum to ensure continued relevance to the music industry and to introduce opportunities for full-time study of the music business that will complement our existing specialist music programmes
- Continue our emphasis on the teaching of high level specialist skills, whilst developing students so they gain wider personal and professional experiences that increase their future employability.
- Embed an A & R (Artist and Repertoire) approach to music education, based on the realisation of realistic and achievable career plans
- Create positive links between all levels and areas of the curriculum in order to foster a dynamic creative community for students and staff
- Continue to develop the quality of our resources and learning environment in line with current commercial standards
- Expand our curriculum to include new programmes in Music Business Education which will meet the demand of entrepreneurs who are not necessarily practising musicians
- Continue to ensure parity of experience and quality of outcomes for all students

Aim 2
To maintain links with industry locally, nationally and internationally that will ensure the contemporary relevance and value of our programmes

Objectives

- Identify new industry partners and secure long-term support and engagement at curriculum level
- Ensure that all teaching staff have substantial and relevant industry experience and have attained or are working towards recognised teaching qualifications
- Develop further formal work experience links locally (Brighton and Bristol) nationally and internationally.

Aim 3
To place excellence in teaching and learning, and student achievement and progression, at the heart of all that we do

Objectives

- Maintain robust Quality Assurance procedures that are understood and used effectively by all members of the team and reflect national standards at HE and FE Levels
- Provide regular motivational development and training for all staff, in order to support the delivery of excellent teaching and learning
- Provide progression routes through from Level3 to BA(Hons) and Post Graduate Levels with a range of possible exit points to suit the needs of individual learners
- Extend our specialist PGCert Programme for musicians wishing to work in education to Masters level
- Continue to support students through an excellent tutorial and counselling system

Aim 4
To maintain high levels of achievement and to ensure learner satisfaction across all areas of the curriculum

Objectives

- Continue to meet the requirements of our educational partners and awarding bodies
- Set and achieve challenging targets for learner achievement at all levels
- Maintain high levels of learner satisfaction and ensure effective systems to elicit and act rapidly upon learner feedback

Aim 5
To maintain financial stability in order that we can continue to invest in and develop BIMM at each centre

Objectives

- Maintain effective and comprehensive financial forecasting systems and be responsive to changes in our market
- Through careful analysis, be ready to react to client demands and be responsive to the requirements of current and future students
- Maintain recruitment at optimum levels across all programmes in Brighton and Bristol
- Assess expenditure on a continuous basis, identifying and taking action on areas requiring improvement
- Explore future expansion opportunities
- investment into additional resources and accommodation to support improvement and expansion

Aim 6
To ensure that we continue to market the BIMM Brand and student experience effectively

Objectives

- Ensure that all publicly available information about BIMM meets the requirements of the QAA code of practice
- Commission and launch new website for BIMM
- Maintain an up-to-date prospectus at all times ensuring that this is available both on our website and by email
- Research all new-media opportunities and invest in the application of these for promotion and communication with our client group
- Maximise all opportunities for press and radio coverage
- Build our international profile through enhanced media and new-media coverage

2.2 Review of the BIMM Ethos

By any measure, be it artistic, technological or commercial, the world of contemporary music is experiencing accelerating change while fragmenting into an ever broader landscape of niche interests and movements. For BIMM to develop and grow as a respected leader in modern music education it needs for guidance a bigger and more complex mission than that encapsulated in its originally stated ethos.

When BIMM began life as a small 'rock school', the maxims *'Simple things done well'* and *'Run by musicians for musicians'* – with their implied emphasis on craft skills and a limited artistic canvas – served it well. But BIMM is today a multi-site institution offering mainly degree-level courses across a broad range of subjects within musicianship, composition, business and teaching – launching graduates into a complex and changing musical world. Going forward, our ambition and purpose is to develop and extend the range of HE provision to include creative and business subjects within contemporary music hitherto unexplored within BIMM. In order to achieve this effectively we have begun a process of extending BIMM's network and partnership reach into the wider creative community – in music, performing and visual arts.

Mindful that the redefinition of an ethos or mission is a serious task, we have decided to engage BIMM's newly-appointed Industry Advisory Board (see section 4) in the project. At a review meeting the IAB agreed that a change is necessary and observed that the current text "no longer expresses the broad nature of BIMM's provision and fails to capture the ambition and vision for the future".

Any new ethos statement should illuminate our ambition to broaden the definition of contemporary music beyond the current guitars, drums, keyboards and vocals grouping to include digital instrumentation, a wider range of conventional instruments, broader scope in writing and composition, and a willingness to embrace production-based music. At the same time, we should continue to stress the importance – as is especially the case in music – of technical and craft excellence, while also emphasising the importance of a sound knowledge base, understanding how the music industry works, and an ability and enthusiasm for collaboration. We also believe it important to communicate through this text the importance to BIMM of the quality assurance offered through the relationship with outstanding education partners – particularly UoS.

When the BIMM branding was refreshed a year ago, the strap line 'MUSIC, EDUCATION, EXCELLENCE' was incorporated into the logo – as a first attempt to update the ethos idea. We have decided to grow the new ethos statement out of these headings – as follows.

The new BIMM ethos statement:

*BIMM provides a springboard into the world of contemporary **music** through an **education** experience that explores technique, music culture, artistry, technology and business, thoroughly and creatively, to enable every student to define realistic career goals in order to achieve **excellence** and reward in their chosen path.*

2.3 BIMM / UoS Strategic Plan Alignment

BIMM will continue to provide a specialist vocational education in contemporary music with high levels of academic achievement. This aligns well with the UoS goal of being a centre of excellence with regard to scholarship, combined with a commitment to a current and relevant vocational curriculum. Similarly our determination for BIMM to maintain links with industry and develop significant partnerships at local, national and international levels is aligned with the UoS Strategic Plan, which is to extend the quality and depth of engagement with local and national industry. Our commitment to the provision and development of excellence in teaching and learning mirrors UoS aim to lead in the provision of inspirational teaching and learning.

2.4 Widening Participation in Higher Education

From the outset BIMM has been committed to widening participation in Higher Education, this remains a high priority. The entry points and range of progression opportunities that we offer have made Higher Education more accessible to learners who hitherto may have been excluded from the opportunity to gain qualifications at BA(Hons) and Foundation Degree Levels. Working in a vocational environment these students gain fresh confidences and skills enabling them to think, write, research and present their ideas in new ways and then, in turn, find that they can progress qualification at BA(Hons) Level 6 and beyond. Equally, a significant number of our students come to BIMM in their mid- to-late-twenties (or occasionally older) as mature students who have spent some time in the cut and thrust of the music industry and now wish to gain nationally recognised qualifications that will help them to further their careers.

2.5 Vocational Excellence

Now in its tenth year, BIMM continues to specialise in the provision of high-level vocational music industry training combined with the delivery of nationally accredited and validated academic qualifications. Motivation and drive within the team stems from a shared belief that good music education can serve and strengthen the music industry and that our students will help to shape its future. Our work with UoS along with our other educational partners is a fundamental part of BIMM's success. Musicians and music industry professionals leave BIMM with the specialist skills to be leaders within their own disciplines (vocals, drums, bass, guitar, songwriting, live sound and tour management, keyboards or music business). They also possess the

transferable skills of self confidence and the professional authority to manage their own careers. Essential content of all BIMM programmes aims to enable all BIMM graduates to access the notoriously complex and impenetrable world of the music industry.
This winning combination of specialist skills, personal skills and an understating of the music industry enables each BIMM graduate to identify realistic goals leading to a sustainable and rewarding career.

2.6 Academic Excellence

As a market leader in modern music education forming and maintaining strong relationships with esteemed HE institutions has enabled BIMM to develop an excellent understanding of and ability to deliver nationally approved higher education quality assurance procedures and it is our intention to continue work within that framework whilst maintaining a unique perspective on contemporary music education and keeping our connectivity with the modern music industry fresh and current.
BIMM has achieved consistently strong results in terms of students' retention. BIMM has a strong track record in terms of the academic achievement of our graduates and in recent years the number of students achieving First Class Honours and Upper first classification for there final awards has increased significantly. During April 2012 BIMM will be undergoing QAA Educational Oversight Review and in the lead up to this we are reviewing all our academic policies and procedures – in consultation with the UOS Partnership Office in order to ensure that we continue to meet national standards.

2.7 Creative Links and Recent Student Success

BIMM remains closely involved with the latest creative developments in the Music Industry and regularly hosts established artists and bands that are keen to share their expertise and experiences with our students.

Examples of guests who have joined us over the past year are:

- Roger Daltrey
- Paul Weller
- Jeff Beck
- Lemmy (Motorhead)
- David Arnold
- Duff McKagan
- Imogen Heap
- Chad Smith (Red Hot Chili Peppers)
- Nate Watts (Stevie Wonder)
- Michael Eavis (Glastonbury Festival)
- Steve Gadd
- Scissor Sisters

Alongside their considerable academic achievements the success of our graduates in respect of progress within the Music Industry has also become one of the defining

aspects of BIMMs unique vocational offer, with many students progressing directly to careers across many areas of the music industry.

Below are some recent examples:

- BIMM alumni **Jordan Whitmore** is now an A&R scout for Atlantic Records home of Ed Sheeran, James Blunt, Paolo Nutini and David Gray. Jordan engaged with a number of A&R internships during his studies at BIMM including the A&R department of Warner Music (14th Floor) and Epic Records (Sony).

- BIMM alumni **James Meadows** graduated from the BA(Hons) degree and started a summer internship with Warner Music UK last year but was quickly offered full time work as marketing assistant at Warner label, Rhino. He has since found himself working closely on platinum selling releases from artists such as The Overtones, chart topping albums such as The Brit Awards 2011 & The Old Grey Whistle Test 40th Anniversary and recently the hotly anticipated The Smiths - Complete Ltd Edition (Re-Mastered by Johnny Marr). James say's 'I worked hard at BIMM to get as much industry experience as I could doing placements at Tru Thoughts, Domino, Blast Artist Management and Warner Music UK, and it all paid off with a job at a Warner Music just 2 months after graduating" James is now working for Brotherhood Media who specialise in creative outdoor music advertising and is currently working on exciting campaigns for Coldplay, U2, Rihanna, Florence + The Machine and The Rolling Stones to name but a few.

- BIMM Alumni **Adam Lynch** spent the summer working with Britain's most powerful and respected PR Company MBC PR who represent artists including, Madonna, Mark Ronson, Duffy, Christina Aguilera. Rod Stewart and James Blunt. Through contacts made here, Adam has now been employed at Knifeedge http://knifedge.net/ a creative agency working within music, film, theatre, design, websites and more.

- **Becki Willard**, graduate of the BIMM Music Entrepreneurs Diploma is working at the BBC in the Entertainment department, Becki is currently working on Strictly Come Dancing in the production office. Since April she has worked for the BBC at Reading Festival and went to the Olympic stadium as part of the Olympics 1 Year To Go program and is planning on working with Radio 1 in the New Year on the Hackney Radio 1 Big Weekend. She has also been featured on the front of the BBC Magazine which goes out to all employees. Becki has been offered three jobs for when she completes her apprenticeship.
  During her time with BIMM Becki did a number of work placements, working with bands and artists such as Girls Aloud, Spinal Tap, Bullet For My Valentine, The Fratellis and many more.

- Music Entrepreneurs graduate **Robert Sayce** was one of three students to work for Rocksound Magazine over the Summer and the experience has led to his writing now being published in the magazine!.
  Robert explains "I started off at Rock Sound doing interview transcriptions, general admin tasks and suggesting ideas for the magazine. As someone who'd been

reading the magazine from a young age it was a great experience to get an insight into its day to day running, and as the month went on I was given more creative tasks, the results of which ended up in the issue published just after I finished. The team were friendly, welcoming and made the whole thing a really valuable and enjoyable experience. I've been kept on as a contributor and hope to develop this in the future".

- BA(Hons) graduate **Charlie Mclean** started work the day after her graduation this year with one of the UK's most successful songwriters. The long term internship involves Charlie producing tracks for the X Factor and working under Biff Stannard who is the show song producer for X Factor. Biff has worked with a number of high-profile artists, including Kylie Minogue, Spice Girls, Westlife, U2 and Will Young and so far his writing team, Biffco, has had over 40 hit singles, including nine number 1's.

- BIMM graduate **Chris Dean** is a full time rock PR with Duff Press representing Slash, Kiss, Rush, Ozzy Osbourne, Def Leppard and Gibson Guitars. Chris completed a placement with Duff Press for his Foundation Degree Work Based Learning project and never left, becoming a full time member of staff after graduating from BIMM.

- BIMM Live Sound and Tour Management graduate **Alison Aird** is now working as an assistant to the Event Producer with Fremantle Media. Fremantle Media is one of the world's largest and most successful creators, producers and distributors of outstanding entertainment brands including The X Factor, Britain's Got Talent and The Apprentice.

- **Tristan Wison** used his time at BIMM well with a number of high profile placements including Domino Publishing, EMI (Parlophone) in Promotion (Coldplay, Gorillaz) and at Beggars in Licensing and Promotion (Iron & Wine and The National). Tristan graduated this summer and is now employed by BBH (Bartle Bogel Hegarty) http://www.bartleboglehegarty.com/ working on music research and licensing.

- Tristan recognises the hard work he put in during his studies have paid off "Various work placements in the industry have given me that all important platform into the music business".

- BIMM Alumni **Liam Lidbetter** has been working hard developing his journalistic skills with successful placements with Some Friendly PR, Dazed & Confused Magazine, Artrocker Magazine and The Fly since graduating. Liam has developed an excellent set of contacts and has now been asked to return to The Fly in the new year and start writing for them. The Fly is the UK's leading music magazine with an impressive circulation of 107,771 compared to NME's circulation of 32,166.

  As well as the examples listed many BIMM bands are signed to smaller independent labels. Through our WBL programmes BIMM regularly provides students as working paid session players for the following artists: Ozzy Osbourne, Kate Nash, The Hoosiers, Dirty Pretty Things, Ronan Keating, El Divo, Enrique Inglesias, and Beyonce.

BIMM graduates are also working throughout the industry in non-performance jobs with major and independent publishers, record labels and live agents.

2.8 BIMM Prospectus and Marketing

In keeping with all contemporary education providers the BIMM Brighton and Bristol websites are the primary way in which we enable prospective students to gain an initial understanding of what study at BIMM might offer. As part of our tenth anniversary review we has commissioned a new website from an established and well respected local Brighton company – Boz Boz – and the new site will be launched in February 2012. In setting up a new site the objectives have been to develop a cleaner more contemporary graphic image, to provide more detailed information about all aspects of the BIMM experience, to increase musical and video content, to link with new social media networks and to afford greater ease of navigation. Once complete the information for students will be considerably more comprehensive than BIMMs existing website, detailing student life in Brighton (or Bristol respectively), fees and financial advice, Links to key partners, links to BIMMs social networking sites, Alumni success stories, new and forthcoming events, etc.

Regular updating of the website will ensure that all course information, entry requirements, fee details and application procedures are up-to-date and presented in line with QAA guidelines on publically available information for HEIs. All information relating to UoS validated provision will be signed off through the UoS Partnership Office.

As well as improving the service we offer to prospective students the new BIMM website will host an area for current students and for Alumni of BIMM and this area of the site will be managed by a newly appointed Alumni Assistant. (Detailed in Staffing section below) BIMM news, in respect of guests and industry contacts will also be more regularly up-dated as well as details of any forthcoming events and Open Days.

Currently, printed prospectus materials are sent out to prospective students following either an on-line request or a call to BIMM Recruitment and Admissions. All prospectus material describing UoS validated programmes is signed off through the UoS Partnership Office. As part of our commitment to UoS - and as we prepare fro the forthcoming QAA review - all publicly available materials are now being reviewed and approved by the SMT before publication to ensure that they comply with current QAA Codes of Practice.

All prospectus materials include and will continue to include:

- Details on each level of course available for the preferred discipline.
- Details of entry criteria for each course, how to apply and audition procedures
- A summary of all unit content and modes of study for each programme.
- A summary of BIMM facilities and specialist tutors at Brighton and at Bristol
- Financial Information
- Information on Careers Advice

- BIMM Newsletters

We recognise that there is considerable scope for improvising all BIMM prospectus materials in terms of providing more comprehensive information for prospective students – as with the website development described above - but also as a more dynamic marketing tool for BIMM. A new prospectus is currently being designed and this will launch at the same time as the new BIMM website. Rather than continuing to request pre-printed prospectus materials prospective students will be able to order a bespoke printed prospectus direct from the website – which will be linked to our printers. Currently BIMM commits to send a prospectus out within 48 hours of an enquirey. This minimum response time will remain the same once the new prospectus is launched but the level of information delivered will be greatly enhanced.

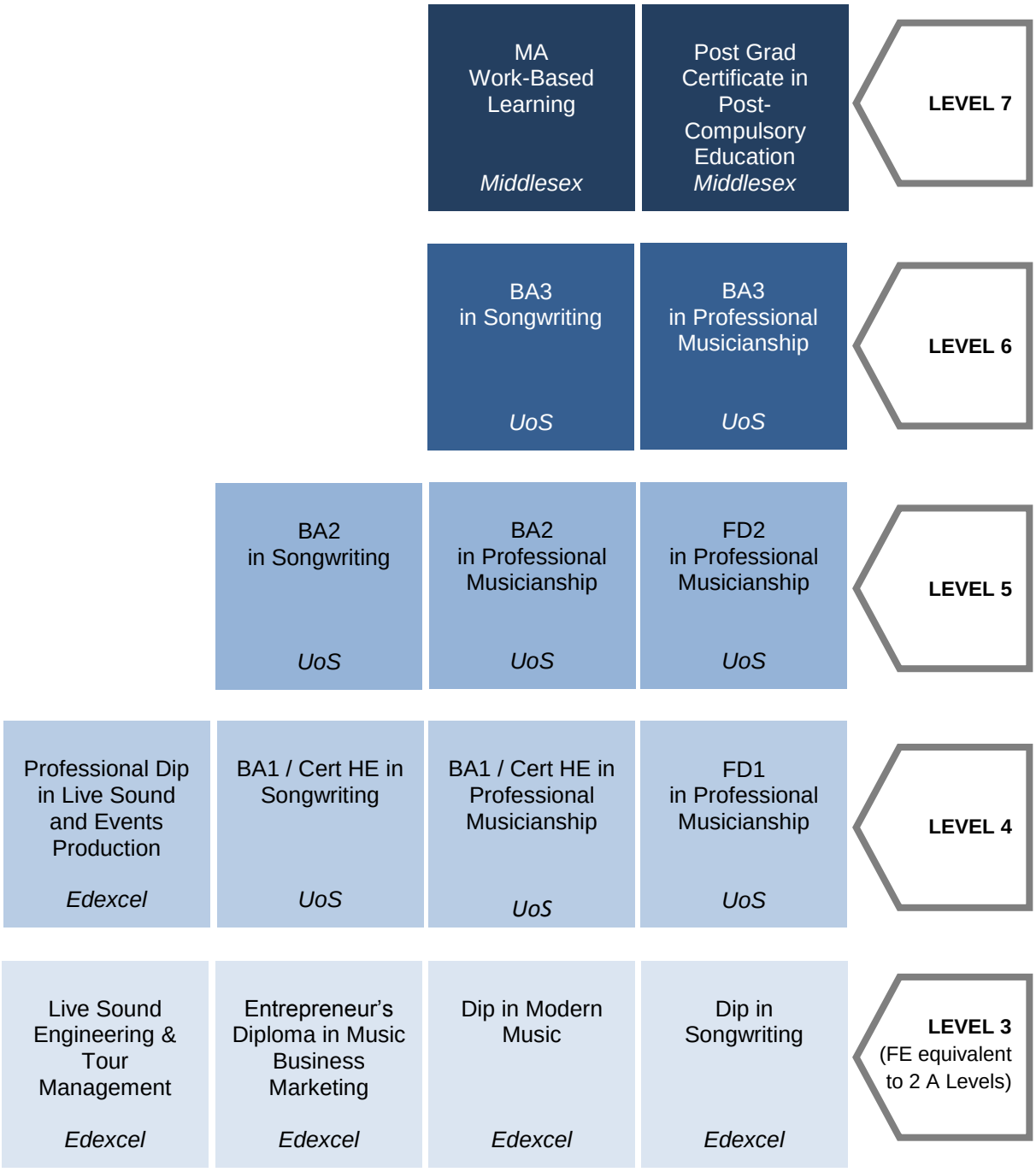
N.B: Please visit www.bimm.co.uk to view our current website. Please see sample of our current prospectus materials at Appendix6 of this document. An example of the soon to be launched home page for BIMM Brighton is also included on the following page to provide a pre-view of our new website and the graphical image which will be used the new prospectus.



EXAMPLE OF NEW FRONT PAGE FOR THE NEW BIMM WEBSITE

2.9 Range of existing programmes

BIMM Brighton Entry & Progression Routes 2011-12



2.10 The Current Offer at BIMM Brighton is as follows:

Foundation Degree (Arts) in Professional Musicianship *(Current UCAS code: W310)*
(2 year course in partnership with University of Sussex)

The Foundation Degree in Professional Musicianship (Arts) is a two-year course which aims to equip musicians with the key practical, theoretical and business skills required for a long-term career in the music industry. Validated by the University of Sussex, the BIMM Foundation Degree integrates vocational skills in music performance with academic study and work-based learning.

Applications for the Foundation Degree are currently made through UCAS (*UCAS Course Code: W310, Institution Code: S90, Campus Code: B*).

Once UCAS forms have been received at UoS forms are forwarded to BIMM and suitable applicants will then be invited to an assessment.

Most successful applicants will have CCC grades in A Level or MMM in a BTEC National Diploma. The minimum requirement for entry, however, is EE at A level and the Admissions Tutor is pleased to consider applicants offering a range of different qualifications and experience.

On completion of the two year degree students may apply to complete a full BA(Hons) by joining the final year of the BA(Hons) in Professional Musicianship.

Forthcoming Changes to the Foundation Degree

It has been agreed by BIMM and UoS that this programme will be moved from franchised to validate provision from 2012 entry. BIMM is working with the UoS Partnership Office and Admissions Department to ensure that 2012 entrants are aware of this change and the – minimal – changes that are implied by this in terms of their experience.

BIMM has applied for membership of UCAS and plans to promote our Foundation Degrees and enrol through UCAS from 2012 entry.

BA(Hons) Professional Musicianship validated by University of Sussex

and

BA(Hons) Songwriting validated by University of Sussex

This is a three year degree programme with the potential for students to exit at the end of the first year with a Certificate in Higher Education. Academically demanding, the course is suitable for committed band players, songwriters, music teachers, and session players.

Musicians and Songwriters need to be at an advanced stage of development before they are accepted on this program. A programme for guitar, bass, drums, vocal and keyboard disciplines suitable for semi-professional level musicians. The majority of entrants are at an advanced stage of development in terms of the musical and

songwriting skills. There is a high focus on developing 'studio standard' abilities in an intensive, professional environment. This is a course for musicians who want to be pushed to their creative and performance limits.

This is a project orientated honours degree with a wide range of potential future career paths. Musicians can tour nationally, produce albums, teach may also achieve record/publishing and distribution deals whilst on this program.

Students on the Songwriting programme work alongside other musicians for elements of the course to provide collaboration and networking opportunities.

BIMM Diploma in Modern Music – *(Level 3 BTEC National Certificate in Music)*
(1 yr fully accredited – equivalent to 2 A levels)

This course is written for guitar, bass, drums, vocals and songwriting and is an intensive, vocational program suitable for competent players aspiring to become artists, session musicians, and modern music teachers but may lack professional experience and high level technical ability.

Minimum entry requirement for this course is 4 GCSE's at C or above including English and Grade 4 – 6 equivalent playing skills.

BIMM Diploma in Songwriting – *(Level 3 BTEC National Certificate in Music)*
(1 yr fully accredited – equivalent to 2 A levels)

This course is designed for the singer songwriters who are also instrumentalists. On this program we will develop artists to the point that they are able to take their song ideas and turn them into finished work. By 'finished' we mean complete, well arranged, part of a live set or studio recording and ready to release, tour and reach a real audience.

Minimum entry requirement for this course is 4 GCSE's at C or above including English and Grade 4 – 6 equivalent playing skills.

BIMM Diploma in Live Sound Engineering and Tour Management – *(Level 3 BTEC National Award in Music Technology – Events Support)*

(1 year fully accredited – equivalent to 1 A level)

This course responds directly to a need within the music industry for multi-skilled sound engineers and tour managers. Areas covered will include live sound engineering, studio production, events management and the music business.

Minimum entry requirement for this course is 4 GCSE's at C or above including English and be able to provide evidence of some basic understanding of the live music environment through relevant work experience.

BIMM Professional Diploma in Live Sound and Tour Production

(1 year fully accredited at Level 4)

This course is equivalent to first year degree level study and designed to further the skills

and knowledge of professionals with existing experience within the live music Industry. The focus is on high level Tour Production skills and developing the ability to mix professional bands within the environment of the UK's touring circuit. The programme covers: Live Sound Systems, Mixing for Live Sound. Tour and Production Management, Music Business Studies and work placements within industry.

2.11 BIMM Bristol Courses

BIMM Bristol is currently in its forth academic year. To consolidate our provision in the South West all Bristol courses will be validated by Bath Spa University from September 2012. The final BA3 cohort of students validated by UoS will graduate in September 2012. BIMM Head of Higher Education – Mark Irwin – will ensure that all UoS policies and procedures are adhered to during this teach out phase.

2.12 Student Profile – BIMM Brighton

As part of its brief to provide world-class modern music provision, BIMM has identified a range of required skills and attributes that are needed by aspirant musicians coming from a variety of backgrounds. BIMM has mapped its courses to meet those requirements. Courses at HE level are designed to satisfy particular niche markets while offering opportunities to a wide range of candidates. Their defining characteristics are outlined below:

Foundation Degree

The BIMM Foundation Degree in Professional Musicianship is an intensive two year course that is weighted towards work experience and includes significant opportunities to engage with industry. The course equips musicians with the key musical, theoretical and business skills required for a career in the music industry, allied to the gaining of relevant work experience. On completion of the course, students may pursue further study options such as applying to progress on to Year 3 of a BA programme to gain a full honours degree. Students graduating from the course have also gone on to pursue careers in many areas of the professional music industry, including live performance, PR and marketing, festival promotion, working for record companies, music publishing, composing music for films and television, music journalism, studio work and teaching.

Candidates are required to be proactive and self-starting at this level, and are encouraged to apply their learning in interaction with the real world of musical employment. A key feature here is the important role of DIY in the contemporary music industry which has recently blossomed as major labels have become fewer in number and lesser in influence, and the media has become fractured with the growth of online sources like YouTube and iTunes. The traditional role of A&R has declined as a form of entry into the industry for BIMM students (although it is still a route for some) and the Foundation Degree offers important opportunities for candidates to engage with real world experience by facilitating the kind of self-starting subject-defined model of industry practice - the paradigm of "Music Industry 2.0" as the industry takes shape in the 21st century environment.

This course is designed for students with a profile of A level or equivalent Level 3 achievement who are able to demonstrate solid academic ability and who wish to develop their level of technical skill as required on a performance course at FHEQ levels 4 and 5. Such candidates typically have good levels of academic and practical ability, but less of a self-developed semi-professional performing profile, and as such they are commonly in a position to benefit from an intensive two-year programme of study that encourages them to develop technical and performing competency in a professional or simulated professional environment, with the key aspect of real-world engagement. The opportunities for work placement and work experience within the Foundation Degree structure are of particular benefit to these students, as these encourage the practical application of skills and knowledge gained in the programme and offer the element of professional experience that can often be missing from their existing profile as learner practitioners. Consequently academic and practical skills are developed simultaneously on the programme.

As the student gains confidence and experience in their musical and academic abilities, their skills profile and level of musicianship develop to a standard that is commensurate with entry into the final year of the BA(Hons) programme. It is also noteworthy at this stage that many students choose to progress directly into employment where these opportunities arise - often directly as a result of the Work Based Learning activities that they engaged with during the Foundation Degree - or to spend time expanding their own musical projects using the skills and experience gained - such as developing original bands, function bands, songwriting projects and album releases. A further progression option for FdA graduates is to move to the final year of a relevant BA performance course at another HE institution, and BIMM has developed relationships with establishments such as Northbrook College, the Institute of Contemporary Musical Performance and Kingston University to this effect.

The Foundation Degree programme seems to attract more local students from the UK South Coast. Exceptional students on the (Level 3) Diploma programme or alternative BTEC Level 3 courses who may lack the technical ability and performance confidence to start the BA may also want to progress through this route. Most importantly, it is also a key aspect of our mission to offer widening participation HE provision as the FD entry requirements are lower than those of the BA(Hons) at the same level, reflecting the practical element of the programme both in terms of the performance aspect and the key Work Based Learning elements.

Year One of the Foundation Degree (Cert HE exit point) enables students to develop a range of physical, creative, technical and music performance skills and transferrable knowledge necessary for professional development in a wide range of musical and other contexts. As well as creative musical performance skills, these include: planning and analysis; problem-solving; business development skills; self-motivation and the ability to meet personal responsibilities while adhering to time-based deadlines; academic research skills; applying new concepts, principles and theories learned in one area of music-related study to another; knowledge and experience of individual and collaborative working methods applicable to a variety of musical and professional activities; knowledge of the current trends and developments in the music industry.

Year Two of the course (FdA exit point) encourages students to build their portfolio of skills further by developing such areas as: the ability to identify areas of strength and weakness within their own creative and technical skills and target areas for improvement in the context of a career in music; developing a clear vision of where their creative strengths lie and how these can be utilised in building a career within the music industry; the ability to engage with new concepts, principles and skills and to apply these within a variety of music industry contexts; knowledge of professional protocols and an awareness of contemporary practices within a range of music industry contexts; practical experience of contemporary business procedures via undertaking work-based learning and planning and implementing a substantial Live Music Project assignment; transferrable skills applicable to a range of careers including project management skills and team working; a broad knowledge of historical and business concepts and current issues relevant to contemporary music; taking initiative and personal responsibility for their continuing professional and creative development.

BA Honours Degree

The BIMM BA(Hons) Programme is a course for musicians who are committed to an ethos of self-learning and wide scholarship. The focus of learning shifts to the acquisition of project management skills and academic competence in the pursuit of high technical and conceptual instrumental skills, a broader historical understanding of popular music, and a strong grasp of both the artistic and commercial considerations to meet the current vocational demands of the music industry. Recognising the need for musicians to find employment in an extremely competitive industry, the BIMM BA(Hons) qualification has a vocational emphasis and, in addition to academic skills, focuses on technical and performance excellence, project management, interpersonal skills within the workplace, music teaching and business studies, commercial composition and writing, and research methods.

During the course of their BA studies, the responsibility for the direction of the project and performance work lies more with the student. The programme of study in years 2 and 3 is less prescriptive than that of the FD, with year one consisting of 6 core modules designed to provide a firm practical foundation required to cope with self-directed study modes. This self-directed approach enables students to focus effectively on both a particular specialist career path, and acquire key skills such as time and project management applicable to any aspect of their careers in music.

A consistent theme throughout the course is reflection, requiring students to examine and learn from their experiences. The goal of the course is to assist musicians in becoming life-long, self-reliant learners, capable of determining their own future and professional development. A university learning environment is cultivated through the use of modalities such as seminars and viva voce assessment, and delivery is accomplished through a creative variety of individual and group work both in and out of the classroom.

The student will take a series of core modules in BA1 along with a mixture of core and electives modules in both the BA2 and BA3, designed to cover central musical themes and also cater to individual tastes and needs. This enables the creation of a

bespoke learning programme. A Songwriting stream is available as well as an Instrumental Performance stream which accomplishes the same except for those who wish to specialise in contemporary commercial music composition.

The BA encourages candidates to develop critical, analytical and reflective faculties while developing the high levels of technical musicianship required of professional musicians. Alongside the acquisition of these high-level practical skills, students will be asked to participate in research, analyse and justify their chosen work methodologies, draw conclusions and make recommendations for future working practice. BA musicians are asked to consider their own achievements against professional work, critically assessing the two and drawing conclusions and recommendations from the process for future working practice.

As a vital part of BIMM's BA learning culture, students are encouraged to link the analysis of academic literature and relate it to music practice and apply pertinent theories and concepts to their own work. Of particular note is the BIMM BA2 approach to the study of Research Methods which is linked to the BA3 final Professional Project as the research skills and project data generated by students within this module will contribute to the planning and preparation of their final year Professional Project. This process strongly links the penultimate and final years of BA study and helps students develop the intellectual and practical skills to plan and complete a significant music related project of their own choice over a long period of time.

The BA3 further supports students to discover where their creative strengths lie and how these can be further developed and utilised in the music industry and towards potential career opportunities as well as encouraging learners to experiment and make creative use of new and existing methodologies in their future professional musical practice. BIMM BA3 musicians also develop advanced performance skills, increasing their technical and conceptual command of musical material within both solo or group performance scenarios.

Particularly noteworthy is the BA3's emphasis on individuals developing interpersonal working skills for personal and business success that can be particularly important for musical freelancers as well as fostering an innovative approach to music teaching which utilises a wide range of learning models to the burgeoning field of popular music education. The flagship module of the BA3 is the Professional Project which is a double weighted module of particular academic and practical rigour. It is designed to give students a head start into a wide range of potential chosen musical career paths (such as music management, performance, recording, teaching, production and marketing of musical equipment, etc.) by requiring students to create a viable project proposal and plan of work to be completed within a finite time frame, engage in deep academic research, time manage their work, and produce a finished product that exemplifies a high standard of academic and practical achievement.

The typical profile of a BA Honours student would include:

- Semi-professional work experience in industry
- Appropriate academic competence

- Performance and technical confidence and competence
- Success at merit level or above on the BIMM Diploma
- Appropriate A level (or equivalent) profile

2.13 Current student numbers and Profile 2010-11 *(targets for 2012 entry are indicated)*

BIMM Brighton

Level	Course	Current Enrolments 2011	Target Enrolments 2012-13
Level 3	Diploma	**136**	150
Level 4	BA Year 1 / Cert HE	**264**	300
Level 4	Foundation Degree Yr 1	**69**	70
Level 5	Foundation Degree Yr 2	**68**	67
Level 5	BA(Hons) Yr 2	**171**	200
Level 6	BA(Hons) Yr 3	**198**	190
Level 7	Post Graduate Cert in Education	**12**	20
	total	**923**	997

BIMM Bristol

Level	Course	Current Enrolments 2011	Target Enrolments 2012-13
Level 4	BA Year 1 / Cert HE	**113**	160
Level 4	Foundation Degree Yr 1	**36**	40
Level 5	Foundation Degree Yr 2	**42**	36
Level 5	BA(Hons) Yr 2	**73**	80
Level 6	BA(Hons) Yr 3	**59**	80
	total	**323**	396

BIMM Brighton Student Profile 2010-11 Cohort

N.B: Statistics for 2011-12 cohort are appended at Appendix 2a and 2b

Total Students 2010-11	**934**		
Total Male	767	% of total cohort	82%
Total Female	167	% of total cohort	18%
Students aged 16-18	**107**	**% of total cohort**	**12%**
Total Male 16-18	88	% of 16-18 group	82%
Total Female 16-18	19	% of 16-18 group	18%
Students aged 19-21	**637**	**% of total cohort**	**68%**
Total Male 19-21	521	% of 19-21 group	82%
Total Female 19-21	116	% of 19-21 group	18%
Students aged 22+	**190**	**% of total cohort**	**20%**
Total Male 22+	158	% of 22+group	83%
Total Female 22+	33	% of 21+group	17%

Breakdown of 2010-11 Students by Discipline

Guitar	343	% of total cohort	37%
Bass	109	% of total cohort	12%
Drums	177	% of total cohort	19%
Vocals	125	% of total cohort	13%
Songwriters	120	% of total cohort	13%
Tour Management	35	% of total cohort	4%
Music Business	11	% of total cohort	1%
Keys	7	% of total cohort	0.5%
PGcert	7	% of total cohort	0.5%

Breakdown 2010-11 Students by initial Postcode Analysis

Total Local 16-18 (Sussex)	75	70%
Total National 16-18	26	24%
Total EU 16-18	6	6%
Total International 16-18	0	
Total Local 19-21 (Sussex)	157	25%
Total National 19-21	457	71%
Total EU 19-21	19	3%
Total International 19-21	4	1%
Total Local 22+ (Sussex)	61	32%
Total National 22+	114	59%
Total EU 22+	13	7%

bimm brighton
ORGANISATION CHART 2011-12

MIS Coordinator (BIMM GROUP) TBA

Principal
Vaseema Hamilton
(PA Loraine Pearson)

Finance Director
Adam Carswell

SENIOR MANAGEMENT TEAM

Bristol Manager
Mark Clayden

Tutor Leader and Head of Further Education
Adam Bushell

Head of Higher Education
Mark Irwin

Finance Controller
Michelle Jay

Head of Estates
Karl Middleton

Head of Creative & Music Industry
(Ann Graville mat cover)

Head of Recruitment
Anthony Giles

Head of Admissions
Josie Blacknell

Head of QSS Office Manager
Angelique Smith

Head of WBL
Mel Thornton

Head of Admissions
Josie Blacknell

Head of Recruitment
Anthony Giles

R&A Assistant
Hannah Irving

R&A Assistant
Luke Rogers
(0.6)

Admissions Asst
Amy Scott

Head of Estates
Karl Middleton

Facilities Assistant
Steven Whittle

IT & Facilities Manager
Adam Brown

Facilities Assistant
James Lindsay

Facilities Manager East
Neil Kingsbury

Tutor Leader and Head of FE
Adam Bushell

Admin Support HODs/Tutors
Loraine Pearson

Head of Teaching & Learning
Neill Thew (0.4)

HOD Bass
Franc O'Shea
(Dep TBC)

HOD/MOD Vocals
Kate Cameron

HOD Artist Dev/MOD
Andy Maclure

HOD/MOD LPW
Jason Knight

HOD/MOD Music Industry
Jake Shillingford

HO/MOD Drums
Pat Garvey
(Dep A Nixon)

HOD LS/TM
James Shears

HOD Songwriting /MOD Ian Sillett
(Dep M Wright)

Head of Creative & Music Industry
Ann Graville

Head of Events & Guests
Wendy Law

Alumni Assistant /WBL Support
TBA

HOD Guitar /MOD
Jim Williams
(Dep: D. Morris)

HE MOD
Heidi Berry

HE MOD
Andy Bray

HE MOD
Martin Cooper

Head of HE
Mark Irwin

Course Leader FD /MOD
Tony Shepherd

Head of WBL/ HE /MOD
Mel Thornton

Course Leader BA /MOD
Scott McGill

Senior Academic Lecturer /MOD
Jon Stewart

HE Administrator
Elouisa Huitson

HE MOD
Martin Wright

HE MOD
Mark Flannery

HE MOD
Charlie Pinder

HE MOD
Toby May

HOD L3 Business Apprenticeships
Mike Bowes

Head of QSS
Angelique Smith

QSS Assistant
Kalee Jones

Q&SS Assistant
Anton Rogers

Q&SS Assistant
Caroline Gibbons

Head Reception
Louisa Thomas

Telephonist
Emma Fuller

Exams Officer
Ashton Bainbridge

Receptionist East
Ella Kempton

Finance Controller
Michelle Jay

Management Accountant
B Lambkin-Williams

Management Accountant
Philip Mair

Finance Assistant
Philip Whiting

Finance Assistant
Mel Flash

2.15 Number and Nature of Teaching Staff

BIMM employs 49 Full Time Staff across the Brighton and Bristol Colleges with currently 6 of these based at BIMM Bristol. Full-time staff are deployed across a range of roles in order to provide all areas of support and management required for the successful running of BIMM and appropriate facilities and educational experiences for our students. The following organisational chart indicates the main departments within BIMM and job descriptions are provided for key post holders with HE responsibility. Management systems and infrastructure are detailed in Section 4 of this submission.

In Brighton in addition to the full time team which includes seven academic teaching members of staff, BIMM also employs approximately 60 sessional tutors who are professionally engaged within the music industry as well as contributing to the delivery of BIMM's Music Programmes. Section 6 of BIMMs 2009 Institutional Approval documentation provides details on staffing profiles, the rationale for appointment of teaching staff and the deployment of Course Managers, Module Leaders and tutors within Higher Education at BIMM.

2.16 New appointments – BIMM Brighton

In recent months there have been some changes in staffing at BIMM Brighton due to internal progression to other BIMM Centres or progression to other employment. CV's of new appointees are appended. We have also expanded the core team to include several new posts as follows:

- **Recruitment and Admissions**
  Here we have expanded the team from three to five. Adding one full time administrator and one part time recruitment assistant whose main role is to manage BIMMs annual Schools Tours and recruitment events programme. Expansion of this team enables BIMM to provide a more comprehensive and rapid response in customer service to prospective students and to build our external links with feeder schools and colleges.

- **Finance**
  Two additional Finance Assistants have been appointed increasing this team from three to five. New appointees to the finance department have been trained to respond to prospective and current students in respect of all issues concerning fees, student loans, bursaries and scholarships. They also provide a service to give basic personal money management advice to students.

- **Alumni Assistant**
  BIMM Brighton is in the process of appointing a 0.5 Alumni Assistant (Reporting to Head of WBL) who will have responsibility for managing the Alumni Section of the new BIMM website as well as maintaining contact with our alumni and providing on-going career opportunities and advice linked to the service we provide for our current students.

- **BIMM Group Management Information Systems (MIS) Manager**
  At Group level we are in process of appointing n MIS manager who will take forward the implementation of BIMMs Data Management (Unit-e) systems and work to align these with UoS data systems.

Additional Office Space at BIMM Brighton

From January 2012 additional office space has been established which will enable us to bring together the Recruitment Team with Creative and Marketing teams. BIMM Principal and BIMM Group Finance Director will also be located here. Provision of this new accommodation will free up additional space for members of the Senior Management team and reduce pressure on tutorial spaces for students.

2.17 Job Descriptions

BRIGHTON / BRISTOL INSTITUTE OF MODERN MUSIC

JOB DESCRIPTION – Principal BIMM

About BIMM

BIMM is the leading UK provider of modern music education, with further and higher education courses specialising in Drums, Guitar, Bass, Songwriting, Keyboards, Live Sound, Music Business and Vocals. We currently have two centres but plan to expand this both nationally and internationally. At BIMM Brighton, student numbers are currently around 1,000 across courses ranging from Level 3 Diploma to BA(Hons). Programmes within our Higher Education Department are validated by The University of Sussex, with whom we currently run a Foundation Degree and BA(Hons) in Professional Musicianship. We also have successful local partnerships with City College Brighton and Hove and Central Sussex College with whom we deliver courses at Levels 3 and 4.

At BIMM Bristol we run a Professional Diploma, Foundation Degree and BA(Hons) in Professional Musicianship, with student numbers at around 210, targeted to rise to 500 over the next two years.

*BIMM provides a springboard into the world of contemporary **music** through an **education** experience that explores technique, music culture, artistry, technology and business, thoroughly and creatively, to enable every student to define realistic career goals in order to achieve **excellence** and reward in their chosen path.*

Principal BIMM

The post **Principal of BIMM** is wide-ranging and challenging, with a central role in maintaining the institution's national standing as a centre of excellence, along with business success and growth. The Principal is responsible for day-to-day operational management, but also works a member of the BIMM Group Executive to maintain and develop a vision and strategic mission for all BIMM Groups centres, which will enable it to maintain its position at the forefront of modern music education. The Principal must have a strong background in the management of creative education and the leadership of staff and students. This person will also have the breadth of skills and experience required to ensure quality and excellence in all aspects of BIMM's performance.

The Principal will be responsible for setting agreed performance indicators relating to BIMM's operations, and for ensuring that these standards are achieved. The Principal will be expected to lead, inspire and develop the management teams across all sites so they successfully deliver the BIMM Ethos and Strategic Plan.

Person Specification

a. Qualified to Masters level
b. Wide ranging experience in Further and Higher Education management
c. Proven leadership skills
d. A strong understanding of financial modules and budgeting
e. Strong track record in delivering academic achievement
f. Authority, consistency and diplomacy in dealing with customers, parents and young people
g. Confidence and authority to be a spokesperson and ambassador for BIMM
h. Experience in course design, development and delivery
i. Ability to codify product, structures and practice for expansion to new sites

Desirable Criteria

a. Creative background in music, the arts or media
b. Experience in managing multiple sites and teams
c. Experience of liaison with partner institutions

Primary accountabilities

Strategic and Operational Leadership

a. Design, manage and develop any team structures that are important to the development of the brand and colleges
b. Ensure quality is at the forefront of all departments within the colleges and sites.
c. Ensure Recruitment and Admissions targets are achieved each
d. Provide effective leadership to all members of the team across various BIMM sites in the UK, enabling all centres to fulfil the mission and strategic plan in line with the BIMM Ethos.
e. Ensure that BIMM operates at all times in a context of balance between striving to achieve exacting academic standards and results for students whilst ensuring that creativity and musical success remains at the heart of all that BIMM does.
f. Ensure that all academic programmes offered at BIMM are delivered in line with the highest national standards.
g. Work with the Finance Director to set agreed budgets and ensure that BIMM performs within these in order to maximise the profitability of the business.
h. Provide inspiring and motivating leadership training to those engaged in teaching and management, ensuring that BIMM's students receive the highest level of service.
i. Develop a team-based culture where all members of the team share responsibility for the delivery of the annual quality cycle for both Further and Higher Education.
j. Ensure that all staffing appointments are planned and set in place within the framework of current HR legislation.
k. Be actively involved in setting up and maintaining worthwhile educational partnerships for BIMM that will maximise opportunities for students and maintain a diverse income stream for BIMM.

l. Oversee the annual review of all programmes in-line with the requirements of Partners in the HE and FE Sectors.

Policies and Procedures

a. Lead and contribute to the regular review, development, implementation and monitoring of all BIMM Policies and Procedures
b. Ensure that all agreed policies are followed in a consistent way at all BIMM Centres.
c. Ensure that the College's Health and Safety policy is regularly reviewed, updated where necessary and implemented and meet with current requirements in legislation
d. A adopt and encourage a positive attitude towards equal opportunities and ensure the development of equal opportunities throughout all aspects of service delivery and employment.

Financial Management / Reporting

a. Work with BIMM's Directors, BIMM Group Finance Director and Financial Controller to ensure prudent and effective budgetary management.
b. Ensure, with Financial Controller the proper and effective operation of financial planning and management controls over delegated budgets
c. Ensure that information systems are in place to provide robust data to support the management of all centres. To include accurate recruitment and admissions forecasting, student attendance, monitoring and reporting, withdrawal monitoring, achievement and success monitoring.
d. Provide monthly reports covering all aspects of the operational delivery of BIMM to the Sovereign Board and make recommendations for change and development as required.

Quality and Standards and Excellence in Learning and Teaching

a. Ensure that the highest quality of teaching and learning is delivered at all levels of the curriculum by maintaining awareness of current national guidelines and setting in place regular training for the BIMM team and tutors
b. Ensure the Course Notes and Curriculum are kept up to date and to the highest standard with changes in music, music teaching and the music business.
c. Ensure high levels of attendance, retention and achievement with a view for these results to be above the national average.
d. Strive to make the College an inclusive, student-centred organisation which elicits, listens to and responds to student feedback.
e. Maintain student discipline at all times and suspend or exclude students on disciplinary grounds or exclude students for academic reasons should this be appropriate.
f. Ensure that all students, and where appropriate, their parents/carers receive regular feedback on their progress
g. Ensure that BIMM is fully prepared for all official monitoring from partner colleges or national inspectors – to include OfSTED and QAA visits.
h. Set challenging targets in respect of all key performance indicators to include: recruitment of students, retention, achievement, progression – within education and into employment. Once set all targets will be monitored to ensure that the college meets or exceeds them.

i. Ensure that BIMM maintains its excellent links with the modern music industry and is able to offer excellent opportunities to its students in respect of work based learning.

A and R, Creative Outcomes, PR and Promotion

a. Ensure the creative outcomes are measured by successful, high musical standards of BIMM gigs and events.
b. Ensure successful marketing and promotion of all BIMM centres
c. Closely manage the Guests Team and A and R Departments to ensure excellence and professionalism in all public performances
d. Ensure mechanisms are in place to identify and support the talent and potential of BIMM's students

BRIGHTON / BRISTOL INSTITUTE OF MODERN MUSIC

Post: Head of Higher Education (based at Brighton)
Reporting to: The Principal

Contractual Hours: 40 hrs per week.

About BIMM

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Person Specification / Reporting

The post holder will report directly to The Principal.

- A highly experienced, dynamic professional with a strong background in Higher Education.
- An ability to understand and deal with creative professional musicians within the context of the music industry and higher education.
- Able to lead, develop and co-ordinate a team of full and part time staff successfully.

- The Head of HE is a member on the BIMM Senior Management Team and the Quality Forum and the BIMM UoS Steering group.
- The Head of HE is Chair the HE Board of Studies, Deputy Chair to all Exam Boards and The HE Forum.

Essential Criteria

- A minimum of a taught postgraduate masters degree
- Experience of working within Higher Education
- A teaching Qualification or equivalent professional accreditation
- Awareness of HE academic frameworks
- Excellent interpersonal, communication and negotiation skills
- Good level of IT skills

Desirable Criteria

- Experience of programme leadership within the HE context
- Experience of managing & leading staff
- A modern music practitioner with substantial live and/or recording experience

1. Key Accountabilities

a) Support the Principal as required in the development and implementation of the Institutes academic, strategic and operational policies.
b) Ensure the effective delivery of a defined range of undergraduate & post-graduate programmes.
c) Co-ordinate and develop appropriate course quality & monitoring processes.
d) Ensure effective liaison with strategic partners, external examiners and appropriate professional bodies.
e) Overseeing examination and assessment arrangements in accordance with published procedures and partner requirements (role of Deputy exam board chair).
f) Determine staffing and resource requirements and liaise with the Tutor Leader, Principal and senior managers to ensure those requirements are met.
g) Approve all schemes of work and timetables for all courses & modules within HE.
h) Promote and lead as appropriate course/curriculum development, innovation and review.
i) Take a leading role in monitoring and improving the student experience in HE.
j) Contribute to the development of course & module leaders, to support them in fulfilling their leadership roles and potential.
k) Undertake teaching, research, consultancy, income generation, and/or professional activities.
l) Lead and promote teaching, learning, research and staff development in HE.
m) Regularly observing and reviewing the teaching of all members of the HE team and providing constructive feedback in-line with the BIMM Observation Procedure.
n) Represent the Institute externally and internally as required.
o) Undertake other appropriate tasks as requested by the Principal.

2. Responsibility for:

a) Leadership, co-ordination and delivery of all the academic activities of the Higher Education (HE) Department, Including the monitoring of standards and the regular review of the curriculum.
b) Directly accountable for the quality of the curriculum, and for student success rates on both the Foundation Degree and BA(Hons) in Professional Musicianship at BIMM Brighton.
c) Management of the curriculum and supporting delivery and quality assurance of HE provision at BIMM Bristol.
d) Maintaining a full awareness and understanding of the Quality and Academic Standards of BIMM's HE strategic partners, alongside national standards and ensure that these are met at all times.
e) Overseeing all members of the HE full and part-time team in Brighton.
f) Conducting regular review and appraisal sessions and monitoring the quality of teaching through the BIMM Observation Programme.
g) Liaison with and responsiveness to the requirements of the University of Sussex Partnership Office, supported by the HE Administrator.
h) The continuing development of the HE department operationally and strategically.

BRIGHTON / BRISTOL INSTITUTE OF MODERN MUSIC

Post: Head of Further Education and Tutor Leader (based at Brighton)
Reporting to: The Principal

Contractual Hours: 9am – 6pm Monday to Friday

About BIMM

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Person Specification

We are seeking to appoint an experienced, energetic and highly motivated individual, with a strong background in the music industry who will have the knowledge and expertise to lead and support all Heads of Department and Tutors. The post holds considerable responsibility and applicants should have at least two years experience in a management role within music education as well as being an inspirational teacher themselves. The successful applicant will be able to promote the ethos and culture of BIMM across the college in order to ensure the continued success of the UK's most prestigious and innovative school of popular music.

You will be a team player who is used to working to tight deadlines and to ensuring that staff and students alike are able to meet exacting standards of educational excellent. This post reports directly to the Principal.

Essential Criteria for Applicant

- At least two years experience within education management
- Excellent music performance skills and industry experience
- A teaching qualification or willingness to gain one

Key Accountabilities

1. **Head of Department (HoD) Management**
   a) Line management of HoDs and Tutors
   b) Regular minuted meetings with each department
   c) Overseeing selection and training of tutors in each department
   d) Ensuring each HoD takes full responsibility for quality performance in their area including attendance, retention and achievement
   e) Mentoring and training new HoDs and tutors

2. **Curriculum Management and Delivery**
   a) To be responsible for the management and co-ordination of all HoDs and Tutors in respect of curriculum delivery. This will involve coordinating and recording regular meetings
   b) To lead and support all members of the teaching team in maintaining the ethos and mission of BIMM to ensure a music education that will equip all students to establish a successful career within the modern music industry
   c) To ensure the highest quality of delivery for all programmes of study
   d) To deliver approved timetables for all courses at BIMM Brighton and support timetable adjustments at BIMM Bristol
   e) To ensure that all lectures are covered by appropriate teaching staff, including arranging deputy tutors when required
   f) Supporting curriculum team at BIMM Bristol and ensuring they understand and implement all BIMM Policies and Procedures
   g) Annual review and management of notes and assessment booklets production for Further Education
   h) To oversee and be accountable for examination and assessment arrangements in accordance with published BIMM procedures, awarding body and partner requirements for Further Education
   i) Ensuring all assessments are marked to the required standard
   j) Conducting systematic IV procedures and prepare for and hosting EVs

3. **Ensuring quality of teaching and learning**
   a) Regularly observing and reviewing the teaching of all members of your team and providing constructive feedback in line with the BIMM Observation Procedure
   b) Promoting the development of teaching and learning strategies to ensure the full engagement and achievement of all students
   c) Monitoring assessment standards

d) Working with Head of Quality and Student Support to monitor learner satisfaction levels, to include eliciting feedback from students through regular satisfaction surveys and providing reports and action plans
e) Overseeing the annual review of all Programmes

4. Support for Students

a) Ensuring that all students have access to regular academic and pastoral tutorials in line with tutorial policy
b) Ensuring compliance from your team in the utilisation of standard tutorial procedures and paperwork
c) Working with the Quality & Student Support team to monitor attendance and respond rapidly to absenteeism
d) Liaising with Student Support professionals to support learners with Additional Learning Support needs of disabilities
e) Events & Guests assistance and involvement

5. Additional

a) Preparing regular reports for Board meetings
b) Deputising for Principal when required
c) HE Department liaison and assistance
d) Gig involvement to include managing Gig Prep / A&R Coordinator

BRIGHTON / BRISTOL INSTITUTE OF MODERN MUSIC

Post: Head of Quality and Student Support and Senior Office Manager (based at Brighton). Reporting to: The Principal

Contractual Hours: 9am - 6pm Monday to Friday

About BIMM

BIMM is the leading UK provider of modern music education, with further and higher education courses specialising in Drums, Guitar, Bass, Songwriting, Keyboards, Live Sound, Music Business and Vocals. We currently have two centres but plan to expand this both nationally and internationally. At BIMM Brighton, student numbers are currently around 1,000 across courses ranging from Level 3 Diploma to BA(Hons). Programmes within our Higher Education Department are validated by The University of Sussex, with whom we currently run a Foundation Degree and BA(Hons) in Professional Musicianship. We also have successful local partnerships with City College Brighton and Hove and Central Sussex College with whom we deliver courses at Levels 3 and 4.

At BIMM Bristol we run a Professional Diploma, Foundation Degree and BA(Hons) in Professional Musicianship, with student numbers at around 210, targeted to rise to 500 over the next two years.

*BIMM provides a springboard into the world of contemporary **music** through an **education** experience that explores technique, music culture, artistry, technology and business, thoroughly and creatively, to enable every student to define realistic career goals in order to achieve **excellence** and reward in their chosen path.*

Person Specification

The post holder will have a key role in ensuring that all aspects of the college's quality and tutorial policies are delivered in line with the requirements of our key educational partners and in order to best support all students at BIMM. This post has a central role in maintaining our national standing as a centre of excellence.

You will have responsibility for monitoring and ensuring high levels of attendance, retention and achievement. You will ensure we receive regular feedback from students in respect of their experience through a range of mechanisms and ensure that BIMM is responsive to this. Excellent administration of register systems, examination timetabling and the setting up and

recording of regular tutorials for all students are key factors in ensuring the ongoing success of BIMM.

This is a Senior Management post and Leadership skills, with excellent communication, planning, organisational and time management abilities are essential. Your considerable challenge will be to ensure that as the College grows and matures all aspects of administration are delivered to the highest level. The post reports directly to the Principal and involves responsibility for overseeing and supporting the work of the Quality and Student Support administration team. To include: HE Administrator, Exams Officer and two Quality and Student Support Assistants in Brighton and the Quality and Student Support team in Bristol.

You will have responsibility for the day to day running of the BIMM West Offices and will ensure that all members of the team are appropriately deployed at all times. This will include developing a team based culture where all members of the administrative team take shared responsibility for the delivery of the annual quality cycle for both Further and Higher Education. A key element of the role will be to regularly review and evaluate administration procedures and, where new and improved systems required, to make recommendations and set in place agreed changes.

This post will also include playing a significant role in preparing for any inspections or monitoring visits from partner institutions.

Essential Criteria for Applicant

- A broad knowledge of and/or understanding of quality systems and procedures.
- Management experience and the ability to oversee and get the best from a team.
- Qualified to First Degree level with an excellent command of written English.
- Experience and/or understanding of MIS systems with ability to interpret complex information and data.
- Exceptional interpersonal skills with the ability to communicate at all levels to articulate the broad vision to staff, to which they can relate.
- The ability to deal with cross-College issues in a professional, positive and confidential manner.

Accountabilities

The post holder will report on a day-to-day basis directly to the Principal and will be required to meet the following key accountabilities.

1. **Working with the Principal and other senior colleagues to deliver the BIMM quality assurance cycle in Higher and Further Education**
   a) Overseeing the design of Quality Year Planners for Further and Higher Education and ensuring these are issued to and understood by all staff.
   b) Overseeing Self Assessment procedures and the production of reports.
   c) Monitoring and reporting on the compliance to quality procedures by all areas of the College.
   d) Implementing and managing the course review procedure for Further Education.

2. **The effective reporting of management information regarding College performance**
   a) Providing management information as required and seeking ways to improve management and dissemination of information.
   b) Managing the production and maintenance of all student registers and absence reporting procedures.
   c) Producing regular reports for the Principal and Heads of Higher and Further Education on:
      - retention and achievement
      - benchmarking data
      - target setting
      - learner satisfaction
      - attendance
   d) compliance with tutorial systems.

3. **Ensuring continuous improvement in the quality of Teaching and Learning**
   a) Working with the Head of Teaching and Learning to implement and monitor a teaching and learning lesson observation scheme in line with national standards.
   b) Regularly monitoring learner satisfaction levels, and reporting the findings to the Principal and SMT.
   c) Preparing reports for external bodies and partner institutions as required.

4. **Ensuring successful delivery of all aspects of student support and the BIMM Tutorial System**
   a) Maintaining the BIMM Tutorial System.
   b) Ensuring compliance from all colleagues in the utilisation of standard tutorial procedures and paperwork.
   c) Providing “front-line” support for all students in allocation of tutors and tutorials by managing reception staff.
   d) Tracking attendance levels and contact and support poor attendees in accordance with college policy.
   e) Ensuring that all college protocols for students adhere to the requirements of current legislation, for all but particularly in respect of 16-19 learners.

5. **Effective Management of the BIMM West Offices and all Reception Staff at BIMM Brighton**
   a) Overseeing the work of all members of the BIMM Brighton Administrative team to include reception staff.
   b) Ensuring that tasks are shared appropriately between members of the team in line with their expertise and job descriptions.
   c) To ensure that all reception areas are supported at all times.
   d) Assuming the responsibility of Line Manager to reception staff and continually monitoring reception services to ensure good customer care and responsiveness.
   e) Conducting mid-term reviews and annual appraisals of reception staff.
   f) Maintaining regular meetings and supporting reception staff, dealing with any issues in line with company policy and recording these meetings.

g) Implementing and maintaining new office systems.
h) Controlling the office stationery budget.
i) Ensuring all office equipment is kept in a clean, working order, ordering supplies etc.
j) Dealing with various queries and complaints on the telephone, by email and in person.
k) Responding to any correspondence pertaining to current students and ex students.
l) Database management.
m) Ensuring office is respectable at all times and enforce office protocol covering for admin staff as required.
n) Working closely with other members of the college team and supporting them when necessary.
o) Taking a central role in the annual enrolment process of students and liaising closely with other members of the team.

BRIGHTON / BRISTOL INSTITUTE OF MODERN MUSIC

Post: Recruitment Manager (based at Brighton)
Reporting to: The Principal

Contractual Hours: 9am - 6pm Monday to Friday

About BIMM

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Person Specification

The Head of Recruitment is responsible for all aspects of the recruitment process at BIMM. Once annual targets for recruitment have been agreed with The Principal and Directors you will be expected to ensure that all programmes recruit a high calibre of students to their target number. As a team leader you will manage the recruitment team and all sessional colleagues who conduct auditions in each of the specialist areas of the college.

You will develop a detailed understanding of the work of the college in respect of the range of provision and the required level of skill and qualifications required from applicants. As an ambassador for BIMM, you will liaise with feeder schools and colleges and with other external agencies in order to promote the college. The post reports directly to the Principal.

Key Accountabilities

1. Agreeing and Meeting Recruitment Targets

a) Work with Directors and Principal to set annual recruitment targets for the college
b) Develop an annual recruitment strategy for all BIMM Colleges
c) Make regular reports to The Principal on recruitment progress and any recommended adjustments to in year strategies
d) Meet all recruitment targets each year

2. Assessments for Prospective Students

a) Provide all prospective callers with strong and accurate telephone advice and guidance (with Admissions Manager)
b) Ensure Reception telephonists have accurate information and are fully briefed on how to respond to prospective students
c) Ensure rapid response to all brochure requests (with Admissions Manager)
d) Book assessments schedules to maintain high level of assessments in all disciplines at all BIMMs throughout the year
e) Lead weekly or bi-weekly assessment sessions as required
f) Managing all aspects of the work of the assessment teams to include overseeing Saturday reception staff
g) Work with BIMM Board to select and train assessors for all disciplines to run auditions and make appropriate offers to students at interview in line with entry criteria and with BIMMs Equal Opportunities Policy
h) Conduce regular checks on the quality of assessments in all disciplines and rapidly address any issues of concern

3. Marketing and Advertising

a) Work closely with The Principal and BIMMs Creative team to develop marketing and promotion strategies
b) Ensure all brochure and inserts are up to date, accurate and fully informative (with Admissions Manager)
c) Ensure all websites are up to date in respect of Recruitment and Admissions information
d) Foster sustainable links with feeder schools and colleges locally and nationally
e) Arrange recruitment tours to schools and colleges
f) Deliver presentations to feeder schools and colleges and other groups as required
g) Monitor the effectiveness of all advertising with BIMM Board and provide regular reports to Board

4. Controlling delegated recruitment budgets

a) Maintain accurate records of all staffing and other expenses for recruitment
b) Prepare regular reports for The Principal as required
c) Provide comparative data of year on year applicant statistics

d) Prepare applicant profile statistics and analysis to inform the development of the recruitment strategy

5. General Office Duties

a) Work with other members of the recruitment and admissions team to ensure all aspects of the day t day running of the office are handled in line with company policy
b) Regularly update and check all recruitment and admissions spreadsheets
c) Support Junior members of the team as required
d) Taking of Minutes at Recruitment meetings.

6. Health & Safety

a) Be fully aware of all BIMM Health & Safety regulations and maintain constant vigilance that these are adhered to by staff and students.
b) The post involves key holder responsibility at BIMM East and West.
c) Work with other members of the recruitment and admissions team to ensure all aspects of the day-to-day running of the office are handled in line with Company policy.

BRIGHTON / BRISTOL INSTITUTE OF MODERN MUSIC

Post: Admissions Manager (based at Brighton)
Reporting to: The Principal

Contractual Hours: 9am - 6pm Monday to Friday

About BIMM

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Person Specification

The post holder will have a central role in maintaining, developing and monitoring the admissions process in line with BIMM policy and in close consultation with Head of Recruitment. This is a Senior Management post and leadership skills, with excellent communication, planning, organisational and time management abilities are essential. You will develop a detailed understanding of the work of the college in respect of the range of provision and the required level of skill and qualifications required from applicants. The post reports directly to the Principal.

Key Accountabilities

1. Agreeing and Meeting Recruitment Targets

e) Work with The Principal to set annual recruitment targets for the college
f) Develop an annual recruitment strategy for all BIMM Colleges
g) Make regular reports to The Principal on recruitment progress and any recommended adjustments to in year strategies
h) Meet all recruitment targets each year

2. Responding to Prospective Students and Brochure send outs

a) Provide accurate and up-to-date telephone advice and guidance for all prospective students.
b) To check and process all brochure requests, to include BIMM website and send out brochures within 24hours.
c) Inputting all brochure request data onto Maximiser.
d) Making up brochures as required.
e) Sending out all brochures promptly and keeping a record.
f) Follow up on all brochure requests including call backs after 3 days to check a) “have you received a brochure?” and b) “would you like to book an assessment?”
g) Work with Recruitment Manager to regular review and update all brochure innards and information of BIMM Websites.

3. Assessments for Prospective Students

i) To take responsibility for the booking and processing of assessments / auditions.
j) Deal with general enquiries relating to the assessment process.
k) Take responsibility for the booking of all assessments and upkeep of. assessment diaries and inform Saturday team including Administrator.
l) Notify assessors of their assessment slots weekly.
m) Process all assessment sheets every Monday for all BIMMs.

4. Contracts

To be responsible for all contracts including internal progression.

h) Create and send out all contracts every Monday (for Brighton & Bristol).
i) Process and send out contracts relating to internal progression.
j) Chase outstanding contracts via call back after 21 days.
k) Track all student contract information on relevant spreadsheets.
l) Check sales spreadsheets and track agreed targets.
m) Ensure any deferral requests are dealt with in line with BIMM Policy and that all deferrals are tracked regularly.
n) Liaise with finance department as required.

5. Communication with incoming students

e) Ensure all incoming students receive news letters and information about BIMM events.
f) Maintain regular contact with all students who have received a contract.
g) Track contracts and chase as required in respect of deposits and full fee payment.

6. Providing regular reports to the BIMM Principal and for Recruitment and Admissions team meetings

e) To track and update spreadsheets relating to marketing referral information.
f) Updating monthly figures relating to number of assessments by instrument.
g) Tracking effectiveness of assessors by returned contracts.
h) Work with Recruitment Manager to produce reports for Board as required.

7. General Admin

a) When requested, to work at BIMM West or at other venues.
b) Assisting with setting up of external events.
c) Taking of Minutes at Recruitment meetings.

8. Health & Safety

d) Be fully aware of all BIMM Health & Safety regulations and maintain constant vigilance that these are adhered to by staff and students.
e) The post involves key holder responsibility at BIMM East and West.

BRIGHTON / BRISTOL INSTITUTE OF MODERN MUSIC

Post: Head of Creative and Music Industry Development (based at Brighton)
Reporting to: The Principal

Contractual hours: 9am – 6pm Monday to Friday*

About BIMM

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Person Specification

BIMM currently enjoys a high profile both in the education sector and within the local and national music industry. The successful candidate will understand the ethos and spirit of BIMM and have the confidence and personality to maintain and build relationships internally and with existing external partners and with new contacts. An awareness of and strong connections within the Music Industry is essential.

The post holder will work closely with BIMM Principal and liaise with all members of the BIMM Senior Management Team.

This post requires flexible working hours of up to 40 hours per week in College or at BIMM related venues. The usual requirement will be 9.00 – 6.00* however, there may also by some evening work which may enable a later start time on those days.

Essential Criteria for Applicant

- Excellent time management and prioritising skills
- Knowledge of and experience within the Music Industry
- Highly literate with accurate writing and editing skills
- Computer Literate and confident with Microsoft Office Programmes to include Word and PowerPoint
- Full clean Driving Licence

Desirable Criteria for Applicant

- Proven design skills

Key Accountabilities

1. **Press, Marketing & Advertising**
   a. To ensure that the creative department works closely with any third party press company – maximising the press coverage of BIMM.
   b. To keep and manage all press scans and releases in an orderly way, to enable press packs to be created digitally.
   c. To oversee and expand online press opportunities.
   d. To work with BIMM SMT to enhance marketing of BIMM to include: flyers, print and posters, online campaigns, music events, promotion events etc.
   e. To ensure all press advertising and artwork is put in place and ad delivery deadlines are met each month.
   f. To ensure that all advertising campaigns are approved and signed off of by BIMM Principal
   g. Communicate closely with recruitment to work with the numbers of students.
   h. To monitor the effectiveness of all advertising campaigns and report back to the BIMM SMT
   i. To oversee the bookings for BIMM's yearly Summer Schools and manage the marketing campaign.

2. **BIMM Website and Newsletters**
   a. Ensure that the BIMM Website is regularly updated with the Creative Department
   b. Be responsible for proofreading all copy for the website and regularly checking before presentation to Principal.
   c. Designing, writing and distributing all e and paper Newsletters in consolation with Principal
   d. Updating and managing the BIMM internal tutor intranet BIMMFO

3. **Managing and overseeing the Events and Guests Team**
   a. Ensure that all members of the Events and Guests team are able to meet their targets and provide high level of service to BIMM students in Bristol and Brighton.
   b. Liaise with Principal and SMT to set the annual timetable for all external events.

c. Oversee liaison with all external venues to ensure early booking and to maintain good working relationships.
d. Support Guests and Events team to research and book all industry related guests to maintain the varied and high profile programme of guests that BIMM requires at both colleges.
e. Plan, design and disseminate all events related publicity.
f. Work with curriculum team to ensure appropriate selection of and support for students at all BIMM external events.
g. Ensure that all guests are well managed - from first contact to BIMM visit and follow-up.
h. Overseeing the planning of the BIMM Album each year with the Head of Events & Guests. Ensuring that the album is uploaded to iTunes and supplying information to PRS for each track, assigning catalogue numbers and ISRC codes.

4. Auditions

a. Liaising with industry contacts to put forward BIMM students for gigs and industry placements as these opportunities arise.
b. Ensuring that Head of Events and Guests and Artist Development Manager manages all aspects of the audition process to the students' best advantage.

6. Internal PR and Promotion

a. Ensure that all members of your team are actively involved in managing all internal PR, ensuring that all guests, events and opportunities for students are reported back to staff and students.
b. Overseeing the production of a weekly departmental news flash to all students that links in to Gig prep classes and all core HE classes.
c. Ensuring that that regular TV Bulletins keep all students abreast of all events and opportunities.

7. BIMM Charities

a. Work with the BIMM Board to decide BIMM's charities each year and monitor the donations from gig takings.
b. To organise donations at the end of the academic year to BIMM's selected charities in both Brighton and Bristol.

8. BIMM Budgets and South Coast Sounds

a. Responsible for the following budgets: Gigs and Events, Guests, PR, Advertising, Graduation, Induction, Charities, Newsletters, Tutor Press Columns, BIMM Website.
b. Updating accounts for South Coast Sounds – BIMM's record label.

BRIGHTON / BRISTOL INSTITUTE OF MODERN MUSIC

Post: Head of Work Based Learning 0.8 (based at Brighton)
Reporting to: Head of Higher Education

Contractual Hours: 32 hours per week

About BIMM

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At BIMM Bristol we run a Professional Diploma, Foundation Degree and BA(Hons) in Professional Musicianship, with student numbers at around 210, targeted to rise to 500 over the next two years.

*BIMM provides a springboard into the world of contemporary **music** through an **education** experience that explores technique, music culture, artistry, technology and business, thoroughly and creatively, to enable every student to define realistic career goals in order to achieve **excellence** and reward in their chosen path.*

Person specification

This role provides a unique opportunity to work with the BIMM team and to contribute to the established and highly successful FdA Professional Musicianship Programme in partnership with the University of Sussex.

The role will involve overseeing all Work Based Learning (WBL) provision in Higher Education (HE) and work experience in Further Education (FE).

You will also deliver a set number of WBL and career development tutorials each week.

Essential Criteria

- Industry experience with a high level of professional skills in your specialist field
- A first Degree and a teaching qualification or willingness to gain one
- A minimum of two years teaching experience at BA(Hons) level

Accountabilities

- You will report directly to the Head of Higher Education and Principal but will also work closely with other BIMM teams including Brighton and Bristol
- You will be required to meet the following key accountabilities:

1. **Ensuring Quality of Teaching and Learning**
   a) Supporting staff in planning and delivery of taught sessions relating to business studies and Work Based Learning
   b) Developing teaching and learning strategies to ensure full engagement of FD students in WBL
   c) Host work experience and WBL guest classes in business lessons from Level 3 (Entrepreneurs) to BA(Hons) level
   d) Recording current student achievement in WBL
   e) Acting as mentor to tutor for FD01A and FD12

2. **Active involvement in course design, development and delivery**
   a) To actively seek out, engage and maintain employer engagement with WBL at BIMM
   b) To continue in role of module leader for FD12 Engaging with Industry
   c) To ensure that all BIMM courses include work based learning elements suitable to their level and the needs of learners, in accordance with BIMM WBL Policy

3. **Course Management and Administration**
   a) Working with Head of Quality and Student Support to monitor learner satisfaction levels
   b) Delivering WBL tutorials as required
   c) Ensuring that students and employers are supported in their WBL experience and that Health and Safety Legislation is complied with
   d) Writing, distributing and maintaining a WBL Student Manual and Employer handbook for WBL across Brighton and Bristol
   e) Acting as mentor for WBL Assistant in Bristol and offering ongoing support

4. **Support for Students**
   a) Delivering and accurately recording an agreed number of tutorials
   b) Actively seek employment opportunities for students and graduates of BIMM through undertaking visits to employers in Brighton and London and attending industry networking events in Brighton
   c) Meeting with the BIMM business team to discuss opportunities and liaising with all tutors informally to seek advice on potential opportunities within specialist areas
   d) Host CV Surgery as master class and advise on all students CV's and covering letter

e) Supporting all FdA students in the successful completion of the WBL element of their programme, as part of their ongoing professional development

BIMM GROUP

Post: Financial Controller of BIMM Group (based at Brighton)
Reporting to: The Finance Director of BIMM Group

Contractual Hours: 9am - 6pm Monday to Friday

About BIMM Group

BIMM Group is a company that oversees a series of business that specialise in Music Education. The original companies provide music education in Brighton and Bristol. The brand is looking to expand overseas, and within the UK acquiring current businesses and by setting up a new college in Dublin.

The initial businesses are BIMM Brighton and BIMM Bristol and Tech Music School, where all three are leading UK providers of modern music education, with further and higher education courses.

BIMM Brighton and BIMM Bristol specialise in Drums, Guitar, Bass, Songwriting, Keyboards, Live Sound, Music Business and Vocals. BIMM's Ethos is based on Live Music Performance, a college run by musicians for musicians. At BIMM Brighton, student numbers are currently around 1,000 across courses ranging from Level 3 Diploma to BA(Hons) and PG Cert. Programmes within the Higher Education Department are validated by The University of Sussex, with whom we currently run a Foundation Degree and BA(Hons) in Professional Musicianship. We also have successful local partnerships with City College Brighton and Hove and Central Sussex College with whom we deliver courses at Levels 3 and 4. At BIMM Bristol we run a Professional Diploma, Foundation Degree and BA(Hons) in Professional Musicianship, with student numbers targeted to rise to 500.

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Person Specification

The post holder will report directly to the Finance Director of the BIMM Group, and will work closely with the Principals of each college. Financial support will also be provided to other managers and Heads of Department.

The post holder will ensure the smooth running of the finance function across all companies of the BIMM Group. The role will involve a wide range of financial activities requiring high standards of accuracy, timeliness and presentation. The post holder will be expected to work on their own initiative, handling sensitive and confidential issues with diplomacy and minimal guidance.

This role will include all BIMM Group colleges and campuses. Focus must be given to each individual campus ensuring all systems and processes are unified for optimum reporting and functionality.

Essential Criteria for Applicant

- Extensive financial experience covering the production of Management Accounts, Financial Accounts, Budgets and Forecasts
- Highly computer literate with a good knowledge of Microsoft Office, especially advanced Excel and Word
- Experience of using a computerised accounting system (SAGE or similar)
- Good Organisational and Interpersonal skills with the ability to communicate at all levels - especially on the telephone
- Be able to work quickly and accurately under pressure
- Presents high quality, professional reports and other information
- Strong in all aspects of financial management - driven by ensuring robust control of the Company's money
- Ability to develop solid foundations across all colleges to ensure the Finance function is capable of supporting rapid growth
- Good people manager - able to motivate a team and get the best out of individuals, including clients and parents using agreed company policies
- Keen to learn and develop own skills and experience

Desirable Criteria

- Experience of working in education
- Experience of finance raising – debt or equity

Key Accountabilities

1. **Financial Management**
    a) The implementation, review and improvement of forecasting and budgeting; forecasts to comprise cash-flow (on a monthly basis), profit & loss and balance sheet
    b) Evaluate and maintain financial procedures, recommend improvements and implement solutions as required
    c) Cash – ensure cash management and control is at the heart of all financial management processes
    d) Liaise with bank as required with regards to loan facilities, bank guarantees, mandates and services provided. Provide covenant calculations and other financial information to Bank, as required
    e) Ensure action and information on relevant matters of legislation

f) Advising and consulting on financial matters where required

2. Management Accounting

a) Develop robust, reliable management accounts which are produced on a timely basis
b) Ensure management accounts clearly communicate business performance and in particular are adopted by non-Financial managers
c) Develop financial models for future projects and business development programmes
d) Development of Delegated Budgets to Senior Management Team members, ensuring individual ownership of budgets and reporting. Provide support to budget holders with respect to the budget and budget processes
e) Provide both forecast and actual course analysis to show income and costs
f) Provide regular, timely and accurate management information to the board as required
g) Perform financial analysis on an ad hoc basis as required

3. Provide Financial Accounts

a) Maintain nominal ledger and ensure integrity of Trial Balance
b) Balance Sheet reconciliations – ensure properly prepared and reviewed each month
c) Keep up to date with technical developments in UK GAAP
d) Calculate year end accruals and prepayments as well as other provisions that may be necessary
e) Maintain accounting fixed asset list and calculate depreciation
f) Liaise with accountants and auditors during audit process
g) Ensure timely finalised audited accounts are produced

4. Liaison with Educational Partners

a) Provide regular financial information to educational partners as required as part of the partnership agreement/validation
b) Liaise with educational partners on governmental funding, ensure accurate and timely invoicing to educational partners by finance team
c) Ensure that students have access to all funding that should be available to them by staying abreast of changes to funding regimes and student support services. This includes applying to DIUS for specific designation where applicable or by ensuring application to the various financial schemes on offer, CDL, Residential support scheme etc.

5. Manage the Finance Team

a) Management and development of the finance teams to enable individuals to meet their goals and to perform in their roles including training and support
b) Ensure all financial transaction processing is efficient and accurate at all times, including:
   - authorisation and timely payment of invoices and tutor timesheets
   - purchase and sales invoices, payments and receipts
   - production of sales invoices
   - banking procedures and bank reconciliations

- fee collection procedures
- Maintenance of the filing system and ledger reconciliations
- Expense claims and petty cash

c) Student support with regards to their finance and funding including written correspondence, finance leaflets and personal communication
d) Supervise liaison with student funding bodies where required
e) Oversee the authorisation and timely payment of invoices and tutor timesheets
f) Oversee data entry into SAGE of purchase and sales invoices, tutor timesheets, payments and receipts
g) Oversee the production of sales invoices
h) Oversee banking procedures and bank reconciliations
i) Oversee fee collection procedures
j) Oversee the regular maintenance of the filing system
k) Oversee ledger reconciliations
l) Supervise the administration of petty cash
m) Supervising the handling of expenses claims
n) Supervise the support given to students with regards to their finance and funding including written correspondence, finance leaflets and personal communication

6. Financial Administration

a) Calculate and pay the monthly payroll, submit P35/P14s and P11ds to HMRC as well as any other statutory forms and reporting
b) Ensure the upkeep and integrity of employee benefits and schemes such as pensions, childcare vouchers, eye tests etc.
c) Ensure that Company returns are filed for all companies at Companies House within deadline
d) Calculate quarterly VAT returns and perform year end partial adjustment calculations and year end capital adjustments for VAT

7. Sub Executive Committee & Senior Management Team

a) Participate fully in SEC and SMT meetings when requested to ensure a cohesive approach to company activities from all departments
b) To take ownership of ad-hoc projects, not necessarily financial projects, as and when required

BRIGHTON / BRISTOL INSTITUTE OF MODERN MUSIC

Post: Head of Estates (based at Brighton)
Reporting to: The Principal

Contractual Hours: 8.30am - 6pm Monday to Friday

About BIMM

BIMM is the leading UK provider of modern music education, with further and higher education courses specialising in Drums, Guitar, Bass, Songwriting, Keyboards, Live Sound, Music Business and Vocals. We currently have two centres but plan to expand this both nationally and internationally. At BIMM Brighton, student numbers are currently around 1,000 across courses ranging from Level 3 Diploma to BA(Hons). Programmes within our Higher Education Department are validated by The University of Sussex, with whom we currently run a Foundation Degree and BA(Hons) in Professional Musicianship. We also have successful local partnerships with City College Brighton and Hove and Central Sussex College with whom we deliver courses at Levels 3 and 4.

At BIMM Bristol we run a Professional Diploma, Foundation Degree and BA(Hons) in Professional Musicianship, with student numbers at around 210, targeted to rise to 500 over the next two years.

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Person Specification

The post holder will have a central role supporting all aspects of the work of the Institute across the Brighton and Bristol sites, including all teaching delivery and events support, whether the events are in house or externally.

You will report to the Principal and Director in charge of Estates, and will lead the team responsible for ensuring the appropriateness, quality and safety of the college environment. This will include: Preparing the teaching and learning environment and all associated equipment; Remaining up-to-date with Health and Safety legislation and ensuring that the college complies with this; Security of the sites; Cleaning and monitoring general maintenance of both sites.

Leadership Skills, with excellent communication, planning, organisational and time management abilities are essential

Essential Criteria for Applicant

- Leadership Skills with at least 2 years experience. The individual needs to have a strong presence/authority in the college, amongst students and tutors.
- Computer Literate.

Desirable Criteria for Applicant

- Musicianship/music Industry experience with a proven track record and reputation.
- Experience maintaining and controlling budgets.
- Full UK driving license.

Accountabilities:

The post holder will report on a day-to-day basis to the Principal and will be required to meet the listed key accountabilities.

These accountabilities are indicative of the roles and responsibilities you will have, however these may change in line with the needs of the college.

You will work with the Principal to write, implement and manage policies and procedures for the Brighton and Bristol sites for the following areas: Security, Servicing and Maintenance relating to musical equipment and buildings, Health and Safety, Purchasing (musical equipment and paraphernalia, and office furniture), and IT.

1. **Health and Safety**
    a) Working with The Principal and partner colleges to ensure that BIMM's Health and Safety documents for staff and students remain up to date.
    b) Training of colleagues in Health and Safety Policies.
    c) Making recommendations for suitable additional Health and Safety related staff training to be delivered by third party providers.
    d) Coordinating the booking and delivery of authorised on and off site Health and Safety training.
    e) Ensure that off site venues used for BIMM activities have appropriate Health and Safety equipment, policies and procedures in place.
    f) Reporting of non-compliance in Health and Safety to The Principal.

2. **Working with the Head of Further Education and the Head of Higher Education to ensure the best allocation of studio and classroom resources**
    a) Ensure the best allocation of equipment at timetabling stage for all taught sessions.
    b) Making recommendations for the purchase of new musical equipment to meet the needs of the timetable, and any other equipment or furniture needed for teaching and learning or office and classroom use.
    c) Organising authorised purchases i.e. raising purchase orders, coordinating delivery, authorising and logging invoices for Estates related purchases.

d) Managing lesson changes effectively – setting up each studio according to the needs of each lecture or tutor.
e) Manage an advance booking system allowing BIMM tutors on site access to BIMM equipment required for individual lessons.
f) Coordinating a booking system for non-timetabled studio slots for 'one off' or regular bookings, in accordance with BIMM policy.
g) Organising the provision of suitable accommodation and equipment to support the assessment and admissions process.
h) Working with the SMT to establish working relationships with local venue managers when required to find appropriate additional space for college use.
i) Working with the Head of F.E. and H.E. course leaders to book studio recording sessions at appropriate suitably equipped locations to meet the needs of the curriculum.

3. Line Management

a) Supporting and supervising the Estates and Facilities team members to make sure that each individual meets their key accountabilities.
b) Making recommendations to the Principal for equipment and training needed to ensure that the Facilities team continues to support the work of the Institute in the best way possible.
c) Working with the Principal to draft, review and amend job specs for existing and new roles within the Facilities team, for directorial approval.
d) Interviewing candidates for existing and new roles (with the Principal) to short list suitable applicants for directorial consideration.
e) Working with the Principal and Facilities team to ensure that probationers have appropriate training. Using existing paperwork system to track progress and report problems.
f) Conducting mid-year and annual reviews for permanent Facilities staff to track and record progress and achievement targets.
g) Co-ordinating staff to ensure that holiday and sickness absences are covered.
h) Dealing with Estates and Facilities team disciplinary and grievance issues under advice from the Principal.

4. Estates Management

a) Responsibility for making recommendations for, and the organisation and supervision of authorised minor works, including cosmetic, servicing and maintenance work.
b) Organising and supervision of cleaning contract.
c) Setting up and maintaining security systems, including but not limited to, equipment tracking, securing and identification.
d) Managing student behaviour both on and off site and in the immediate environs of the school.
e) Monitoring the student common room.
f) Monitoring the resource centre.
g) Maintaining an accurate and up to date inventory of all equipment and making recommendations for repair, renewal or replacement as required. (LPW backlines will be stored at off site venues – it is particularly important that this equipment is checked regularly and that there is a system in place for reporting damage or theft).
h) Provision of functioning IT resource for staff and students.

i) Ensure that pedestrian traffic created by BIMM's activities in the immediate environs of the Institute is managed.
j) Work with reception staff to ensure that on site notice boards are used appropriately and kept up to date.
k) Liaising with main contractor and all parties involved in new building developments during the 12 month warranty period as required. Reporting and logging any defects, or issues arising after the building has been occupied and coordinating post occupation site visits, meetings and works.

5. Resources / IT / Communications

To oversee IT and Facilities Manager to ensure that the below accountabilities are met:

a) To work with third party IT supply and support company to help maintain the company's IT.
b) Act as a central point of contact both internal and external for IT issues escalating where appropriate to the 3rd party.
c) Have responsibility for the day-to-day running and maintenance of the BIMM Brighton and Bristol Resource Centres.
d) Create and maintain a workable booking system to allow students fair and equal access to IT and paper resources.
e) To work with 3rd party IT supplier and to implement and review IT security policy with reference to internet accessibility.
f) Liaise with BIMM receptionist to report and resolve telephone system issues.
g) Making recommendations for suitable additional IT related staff training to be delivered by third party providers.
h) Coordinating the booking and delivery of authorised on and off site IT training.

6. Planning and facilitating internal and external events

a) Working with the Head of External Liaison to provide support where appropriate on equipment and technical issues.
b) Ensuring safe transportation and return of all College equipment to off-site events.

BRIGHTON / BRISTOL INSTITUTE OF MODERN MUSIC

Post: Higher Education Administrator (based at Brighton)
Reporting to: Head of Higher Education

Key job purpose: To provide senior administrative support service to staff and students within the Higher Education department at BIMM

Contractual Hours: 9am - 6pm Monday to Friday

About BIMM

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Essential criteria

- Excellent proven ability to use Microsoft Office applications; accurate word processing and data entry skills
- Experience of working in administration within a higher education environment
- Excellent telephone skills
- Minute-taking skills
- Excellent verbal and written skills

- Ability to prioritise and manage own time effectively
- Methodical and well-organised

Desirable criteria

- Awareness of issues in Higher Education and Quality Assurance requirements
- Educated to degree level
- Knowledge of, or interest in, modern music
- Ability to take initiative and responsibility
- Ability to identify areas for improvement in administrative systems and propose solutions

Accountabilities

The post holder will provide support on a day-to-day basis to the Head of Higher Education.

a) To undertake secretariat support, including the taking of formal minutes, to all HE related meetings to include:

    - HE Forum
    - Operational meetings internally and with the University of Sussex
    - Exam Boards, Board of Studies Meetings

b) To ensure the prompt dissemination of minutes and the follow up of all actions resulting from all HE related meetings.
c) To assist in the production of programme and partnership documentation and external QA documentation and to circulate these to appropriate personnel inside and outside BIMM.
d) To be responsible for the management of all data and documentation in respect of BIMM HE Programmes to include:

    - Enrolment, Retention, Withdrawal and Attendance Monitoring
    - Organising the 'hand-ins', tracking and return of student assignments and ensuring the accurate record keeping of all marks in line with the requirements of HE partners
    - Preparing and disseminating Marks Arrays and achievement statistics
    - Maintaining and regularly updating all individual student files and electronic records
    - Recording all HE student tutorials and ensuring relevant documentation is held in individual student files
    - Administering MEC claims & paperwork

e) To assist with Open Days, Graduation & Enrolment, student gigs and promotional events
f) To play an active role in the maintenance and development of administrative systems
g) To draft and send correspondence to students as required

h) To display a willingness to be flexible regarding working hours during peak periods with time off in lieu
i) Any other duties which may be required from time to time by the Principal

- Administrator (0.5 FTE) – Ella Kempton
- BA(Hons) Course Leader – Scott McGIll
- Foundation Degree Course Leader –Tony Shepherd
- Senior Academic Lecturer and Head of Business Studies – Jon Stewart
- Head of Work Based Learning – Mel Thornton

BRIGHTON / BRISTOL INSTITUTE OF MODERN MUSIC

Post: Course Leader: BA(Hons) in Professional Musicianship (based at Brighton)
Reporting to: Head of Higher Education

Contractual Hours: 40 hrs.

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Person Specification

As a full-time colleague you will report to the Head of Higher Education and have responsibility for all aspects of the BA, to include course design and delivery; managing the delivery team and providing tutorial support to students.

The role requires an inspirational course leader and teacher who can also bring a high level of music industry experience and demonstrate an understanding of, and affinity with, the curriculum at BIMM.

You will head up the curriculum team in the design and delivery of the BA and be closely involved with all lesson planning and delivery. You will also deliver tutorials, conduct

assessments and have responsibility for the maintenance of all BA student records in line with BIMM policy.

Essential Criteria

- Industry experience with a high level of professional skills in your specialist field
- A first Degree and Masters Level qualification
- A minimum of two years teaching experience at BA(Hons) level
- Commitment to, and expectation of, the highest standards from students for whom you are responsible

Desirable Criteria

- A teaching qualification or commitment to gaining one

Accountabilities

You will report on a day-to-day basis directly to the Head of Higher Education.

You will be required to meet the following key accountabilities:

1. **Course Management and Administration**
    a) Coordinating and supporting the course delivery team including module leaders, Heads of Department and tutors
    b) Maintaining all course administrative paperwork in line with BIMM Policy
    c) Member of Board of Studies and HE Forum; Working with Head of Quality and Student Support to monitor learner satisfaction levels through questionnaires, focus groups and feedback from student representatives
    d) Ensuring that all students have access to regular academic and pastoral tutorials
    e) Producing an Annual Monitoring Report for the programme
    f) Provide support for colleagues at BIMM Bristol

2. **Ensuring Quality of Teaching and Learning**
    a) Planning, delivering and reviewing/revalidating the BA(Hons) course and all specialist modules
    b) Supporting tutors and Module Leaders in planning and delivery of taught sessions
    c) Developing and disseminating teaching and learning strategies to ensure full engagement and achievement of all students
    d) Coordinating assessments and exams in line with University of Sussex regulations
    e) Ensuring timely marking and moderation of all assessments as required, in line with University of Sussex regulations
    f) Recording current student achievement and maintaining contact with alumni
    g) To assist in staff development events and training

3. **Active involvement in course design and development**
    a) Being fully involved in the review, evaluation and development of the BA(Hons) in line with the requirements of the University of Sussex

b) Contributing to a lesson observation programme and providing feedback to individual tutors and reports for the BA Board of Studies, HE Forum and BIMM Quality Forum
c) To assist in the development of course materials, schemes of work and lesson plans as required by the Head of Higher Education
d) To contribute to the marketing and promotion of the BA(Hons) including providing updates for BIMM News Letters and Web-Site

4. Support for Students

a) Delivery and accurate recording of an agreed number of tutorials
b) Working with Boards of Study, HE Forum & Head of Quality and Student Support to monitor learner satisfaction levels
c) Working with Module Leaders to support students learning through the Study Direct VLE
d) Working with the HE Administrator to monitor attendance and respond rapidly to absenteeism in line with BIMM and UoS policy
e) Ensuring students are fully engaged with BIMM gigs and events and with the wider college

BRIGHTON / BRISTOL INSTITUTE OF MODERN MUSIC

Post: Course Leader: Foundation Degree in Professional Musicianship (based at Brighton). Reporting to: Head of Higher Education

Contractual Hours: 40 hrs.

About BIMM

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We are seeking to appoint an inspirational course leader and teacher who can also bring a high level of music industry experience and demonstrate an understanding of, and affinity with, the curriculum at BIMM.

You will head up the curriculum team in the design and delivery of the Foundation Degree and be closely involved with the lesson planning and delivery. You will also deliver tutorials, conduct assessments and have responsibility for the maintenance of student records in line with BIMM policy.

Essential Criteria

- Industry experience with a high level of professional skills in your specialist field
- A first Degree and Masters Level qualification
- A minimum of two years teaching experience at BA(Hons) level
- Commitment to, and expectation of, the highest standards from students for whom you are responsible

Desirable Criteria

- A teaching qualification or commitment to gaining one

Accountabilities

You will report on a day-to-day basis directly to the Head of Higher Education. You will be required to meet the following key accountabilities:

1. **Course Management and Administration**
    g) Coordinating and supporting the course delivery team including module leaders, Heads of Department and tutors
    h) Maintaining all course administrative paperwork in line with BIMM Policy
    i) Member of Board of Studies and HE Forum; Working with Head of Quality and Student Support to monitor learner satisfaction levels through questionnaires, focus groups and feedback from student representatives
    j) Ensuring that all students have access to regular academic and pastoral tutorials
    k) Producing an Annual Monitoring Report for the programme
    l) Provide support for colleagues at BIMM Bristol

2. **Ensuring Quality of Teaching and Learning**
    a) Planning, delivering and reviewing/revalidating the FdA course and all specialist modules
    b) Supporting tutors and Module Leaders in planning and delivery of taught sessions
    c) Developing and disseminating teaching and learning strategies to ensure full engagement and achievement of all students
    d) Coordinating assessments and exams in line with University of Sussex regulations
    e) Ensuring timely marking and moderation of all assessments as required, in line with University of Sussex regulations
    f) Recording current student achievement and maintaining contact with alumni
    g) To assist in staff development events and training

3. **Active involvement in course design and development**

    e) Being fully involved in the review, evaluation and development of the FdA in line with the requirements of the University of Sussex

f) Contributing to a lesson observation programme and providing feedback to individual tutors and reports for the FdA Board of Studies, HE Forum and BIMM Quality Forum
g) To assist in the development of course materials, schemes of work and lesson plans as required by the Head of Higher Education
h) To contribute to the marketing and promotion of the FdA including providing updates for BIMM News Letters and Web-Site

4. Support for Students

f) Delivery and accurate recording of an agreed number of tutorials
g) Working with Boards of Study, HE Forum & Head of Quality and Student Support to monitor learner satisfaction levels
h) Working with Module Leaders to support students learning through the Study Direct VLE
i) Working with the HE Administrator to monitor attendance and respond rapidly to absenteeism in line with BIMM and UoS policy
j) Ensuring students are fully engaged with BIMM gigs and events and with the wider college

BRIGHTON / BRISTOL INSTITUTE OF MODERN MUSIC

Post: Head of Business Studies and Senior Academic Lecturer (based at Brighton)
Reporting to: Head of Higher Education

Contractual Hours: 40 hrs.

About BIMM

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Person Specification

This role provides a unique opportunity to work with the BIMM team and to contribute to the established and highly successful Business Studies and Music in Context Curriculum.

The role will involve teaching across a range of courses and levels in both Further and Higher Education (15 – 18 hours per week) and overseeing all Business studies and Music Industry courses at BIMM.

You will also act as module leader for a range of modules in HE; updating lesson plans and notes, attending boards, planning and conducting assessment and reporting on progress as outlined in the HE Module Leaders Role Description.

You will work also with the curriculum team in the design and delivery of the BA(Hons) and Foundation Degrees and be closely involved with the ongoing review of these programmes in order to keep them up to date.

You will also deliver a set number of tutorials each week, conduct assessments and mark written papers.

Essential Criteria

- Industry experience with a high level of professional skills in your specialist field
- A first Degree and Masters Level qualification
- A minimum of two years teaching experience at BA(Hons) level

Accountabilities

You will report on a day-to-day basis directly to the Head of Higher Education but will also work closely with the FE Team.

You will be required to meet the following key accountabilities:

1. **Ensuring Quality of Teaching and Learning**
   a) Planning, delivering and reviewing taught sessions in your specialist area of Business Studies and Cultural Perspectives
   b) Supporting tutors in planning and delivery of taught sessions
   c) Developing teaching and learning strategies to ensure full engagement and achievement of all students
   d) Timely marking of all assignments as required
   e) Recording current student achievement
   f) Full engagement in the examination process for all students
   g) To assist in staff development events and training

2. **Active involvement in course design and development**
   a) Being fully involved in the review, evaluation and development of courses at all levels
   b) To assist in the development of course materials, schemes of work and lesson plans as required

3. **Course Management and Administration**
   a) Maintaining all course administrative paperwork including registers, in line with BIMM Policy
   b) Working with Boards of Study, HE Forum & Head of Quality and Student Support to monitor learner satisfaction levels
   c) Ensuring that all students have access to regular academic tutorials
   d) Provide support for colleagues at BIMM Bristol

4. **Support for Students**
   k) Delivery and accurate recording of an agreed number of tutorials
   l) Working with Boards of Study, HE Forum & Head of Quality and Student Support to monitor learner satisfaction levels

m) Working to support students learning through the Study Direct VLE
n) Ensuring students are fully engaged with BIMM gigs and events and with the wider college

Role Description: Cert HE Module Leader

Contractual commitment: 15 days per annum per module
Rate of pay: £1,500 per annum per module

BIMM – Brighton
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This role provides a unique opportunity to work with the BIMM HE team and to contribute to our established and highly successful HE programmes.

You will work closely with the curriculum team in the design and delivery of the Cert HE (BA1) and be closely involved with the ongoing review of these programmes in order to keep them up to date.

Essential Criteria

- Industry experience with a high level of professional skills in your specialist field (at least 5 years as a professional musician or related role)
- A First Degree or Masters Level Qualification
- A minimum of two years teaching experience at HE level and/or a PG-Cert-HE

Accountabilities

You will report on a day-to-day basis directly to the Course Leader (Cert HE) but will also work closely with the Head of Higher Education and the Heads of Department.

You will be required to meet the following key accountabilities:

1. Preparation of schemes of work and updating of module content on an annual basis (this is normally done over the summer) - deadlines and co-ordination to be managed by BIMM Notes Manager and Schemes will be checked and approved by Course Leaders.

2. Co-ordination and approval (as part of meetings detailed below) of teaching notes and handouts produced by tutors and of materials posted onto Study Direct.

3. Preparation of and posting/uploading support materials to Study Direct.

4. Attending a termly meeting with your Course Leader (3 meetings per year). Attendance at staff development events (1 day per year included in this contract additional days will be paid at standard staff development rate).
5. Planning of annual assessment/exams calendar in conjunction with Course Leader and tutors.

6. Moderation of module(s) in conjunction with tutors and Course Leader.

7. Responsibility for the accuracy and double checking of marks on module arrays for exam boards in liaison with tutors, HE Administrator and Course Leader(s) and attendance at HE exam board to confirm the accuracy of the marks presented (Module Leaders must attend Subject Exam Board and may be required to attend main exam boards also). Responsibility for ensuring examination registers are completed by markers and returned to the HE office with scripts, marks and feedback.

8. Production of a short (3 pages max) annual monitoring report (to be produced by mid August) with the following headings:
   a) Module, Course & Date
   b) Sent to: Course Leader (and date sent) & Head of HE
   c) Actions from last report and those outstanding
   d) Changes to Module (including any response to Validation Condition or External Examiner comments)
   e) Response to outcomes of student evaluation
   f) Student attendance, Effort & Performance
   g) Resources and support for students
   h) Actions to be taken

9. Supporting Course Leader in ensuring quality of student experience through regular review of feedback from students.

10. Your commitment equates to the following indicative allowances (may be slightly different depending on module and will be discussed and agreed annually with your course leader – these are a guide only):

    - Schemes of Work = 2 days
    - Staff Development = 1 day
    - Updating Study Direct = 4 days
    - Module Leader Meetings = 1 day
    - Moderation = 2 days
    - Attendance at Exam Boards = 1 day
    - Annual Module Report = 1 day
    - General Module Administration = 4 days

Role Description: HE Module Leader
Contractual commitment: 25 days per annum per module
Rate of pay: £2,500 per annum per module

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This role provides a unique opportunity to work with the BIMM HE team and to contribute to our established and highly successful HE programmes.

You will work closely with the curriculum team in the design and delivery of the BA(Hons) and Foundation Degrees and be closely involved with the ongoing review of these programmes in order to keep them up to date.

Essential Criteria

- Industry experience with a high level of professional skills in your specialist field (at least 5 years as a professional musician or related role)
- A First Degree or Masters Level Qualification
- A minimum of two years teaching experience at HE level and/or a PG-Cert-HE

Accountabilities

You will report on a day-to-day basis directly to the Course Leader(s) (FdA, FdMus or BA in Professional Musicianship as appropriate) but will also work closely with the Head of Higher Education and the Heads of Department.

You will be required to meet the following key accountabilities:

1. Preparation of schemes of work and updating of module content on an annual basis (this is normally done over the summer) - deadlines and co-ordination to be managed by BIMM Notes Manager and Schemes will be checked and approved by Course Leaders.

2. Co-ordination and approval (as part of meetings detailed below) of teaching notes and handouts produced by tutors and of materials posted onto Study Direct.

3. Preparation of and posting/uploading support materials to Study Direct,

4. Attending a trebly meeting with your Course Leader (3 meetings per year). Attendance at staff development events (1 day per year included in this contract additional days will be paid at standard staff development rate).

5. Planning of annual assessment/exams calendar in conjunction with Course Leader and tutors.

6. Double marking or moderation of module(s) in conjunction with tutors and Course Leaders (approx 8-10 days per year to be agreed with Course Leader).

7. Responsibility for the accuracy and double checking of marks on module arrays for exam boards in liaison with tutors, HE Administrator and Course Leader(s) and attendance at HE exam board to confirm the accuracy of the marks presented (Module Leaders must attend Subject Exam Board and may be required to attend main exam boards also). Responsibility for ensuring examination registers are completed by markers and returned to the HE office with scripts, marks and feedback.

8. Production of a short (3 pages max) annual monitoring report (to be produced by mid August) with the following headings:
   i) Module, Course & Date
   j) Sent to: Course Leader (and date sent) & Head of HE
   k) Actions from last report and those outstanding
   l) Changes to Module (including any response to Validation Condition or External Examiner comments)
   m) Response to outcomes of student evaluation
   n) Student attendance, Effort & Performance
   o) Resources and support for students
   p) Actions to be taken

9. Supporting Course Leaders in ensuring quality of student experience through regular review of feedback from students.

10. Your commitment equates to the following indicative allowances (may be slightly different depending on module and will be discussed and agreed annually with your course leader – these are a guide only):
    - Schemes of Work = 2.5 days
    - Staff Development = 1 day
    - Updating Study Direct = 4 days
    - Module Leader Meetings = 1 day
    - Double Marking & Moderation = 10 days
    - Attendance at Exam Boards = 1.5 days
    - Annual Module Report = 1 day
    - General Module Administration = 4 days

BRIGHTON / BRISTOL INSTITUTE OF MODERN MUSIC
Post: Head of Department (generic role)

Reporting to: Tutor Leader (Brighton) **or** *College Manager (Bristol)BIMM provides a springboard into the world of contemporary* ***music*** *through an* ***education*** *experience that explores technique, music culture, artistry, technology and business, thoroughly and creatively, to enable every student to define realistic career goals in order to achieve* ***excellence*** *and reward in their chosen path.*

BIMM is the leading UK provider of Modern Music Education with courses specialising in Drums, Bass, Guitar, Vocals, Songwriting, Keyboards, Live Sound and Music Business. We have two centres: At BIMM Brighton student numbers are currently around 1000 across courses ranging from Level 3 Diploma to BA(Hons). Programmes within our Higher Education Department are validated by The University of Sussex, with whom we currently run a Foundation Degree and BA(Hons) in Professional Musicianship. We also have successful local partnerships with City College Brighton and Hove and Central Sussex College with whom we deliver courses at Levels 3 and 4.
At BIMM Bristol we run a Professional Diploma, Foundation Degree and BA(Hons) in Professional Musicianship.

Person Specification

The Head of Department role provides specialist leadership for all students and sessional staff within your area of expertise. You will have the primary responsibility for setting the standard of excellence and professionalism in your department and ensuring that members of your team support students in all aspects of their personal and professional development. It is essential that you familiarise yourself with the BIMM ethos and ensure that the activities of the department are aligned with this.

You will liaise with the Principal and Tutor Leader to review the department annually and set strategic direction for the academic year ahead. You will be a key contributor to providing the optimum experience for the musicians at BIMM and for ensuring that your department has a reputation that is second to none in contemporary music education.

As well as being an inspirational teacher yourself, you will be required to monitor the day-to-day experience of musicians and other students in the studio/classroom, ensuring the highest quality of teaching and learning at all times. This includes: the selection, supervision and mentoring of sessional staff (with Tutor Leader); design and delivery of the curriculum

(with Curriculum Team); generation of lesson plans; delivery of tutorials and maintenance of all student and staff records in line with BIMM policy.

Success in this role will be determined by key factors relating to it, including: departmental recruitment target figures being achieved; departmental retention and achievement target figures being achieved; overall student satisfaction as evidenced by focus group feedback and feedback questionnaires; creative and instrumental output being of a high quality as evidenced by BIMM gigs and BIMM Album; successful management of sessional staff as evidenced by high quality teaching and learning in all areas of the department.

Essential Criteria for Applicant

- Industry experience with a high level of professional skills in your specialist field
- Authority and presence as a leader
- Commitment to and expectation of the highest standards from staff and students for whom you are responsible
- A teaching qualification or commitment to gaining one

Key Accountabilities

You will report on a day-to-day basis directly to the Tutor Leader (Brighton) / College Manager (Bristol) and liaise with Course Leaders across Further and Higher Education. In addition to your classroom teaching, you will be based in the BIMM office for 0.5 days each week during term time in order to facilitate the execution of certain tasks as detailed below:

1. Ensuring quality of teaching and learning
   a) Working with the Tutor Leader and Head of FE (College Manager – Bristol), Education Director and Principal in the selection of the teaching roster for any given academic year.
   b) Planning, delivering and reviewing taught sessions in your specialist area.
   c) Supporting sessional staff in planning and delivery of taught sessions.
   d) Observing and mentoring new staff.
   e) Developing Teaching and Learning strategies to ensure full engagement and achievement of all students.
   f) Timely marking of all assignments as required.
   g) Full engagement in the examination process for all students.

2. Active involvement in departmental development and course design
   a) Being fully involved in the review, evaluation and development of courses at all levels and making recommendations in respect of developing course notes
   b) To assist in the development of course materials, schemes of work and lesson plans as required.
   c) To work proactively in developing profile of masterclasses, live events and industry experience for students.
   d) Maintain an awareness of further recruitment targets for your area and contribute to the successful achievement of these targets.
   e) Recording current student achievement and maintaining contact with alumni.

3. Course Management and Administration

a) Maintaining all course administrative paperwork including registers, in line with BIMM policy.
b) Working with Head of Quality and Student Support to monitor learner satisfaction levels.
c) Ensuring that all students have access to regular academic and pastoral tutorials, in line with tutorial policy.
d) Being available for up to 4 days in Weeks 0 and 11 of each academic term to provide additional support as required.
e) Being available for enrolment and induction events at commencement of each academic year.
f) Involvement in regular minuted meetings with Tutor Leader and Course Leaders as required.
g) Arranging and chairing minuted Departmental Meetings with sessional departmental staff, at least twice per academic term.

Support for Students

a) Artist Development. You must possess a keen awareness of the BIMM approach to Artist Development and support all musicians and Songwriters in your specialist area to take advantage of this and to work with the Artist Development team.
b) Be aware of forthcoming audition opportunities and of which musicians are on the list of those recommended for auditions and help to select and prepare students for auditions.
c) Encourage all musicians in your area to put themselves forward for End of Term and other Gigs.
d) Regular attendance and support at BIMM gigs.
e) Reporting to Head of Quality and Student Support on pastoral and tutorial issues.
f) Working with Head of Quality and Student Support to monitor satisfaction levels.
g) Working with Head of Quality and Student Support to monitor attendance and respond rapidly to absenteeism.
h) Actively seek employment opportunities for students and graduates of BIMM.

University of Sussex Due Diligence – January 2012

Section 3: Financial Stability

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3. Financial Stability

3.1 BIMM Group

The BIMM Group is made up of several companies which incorporate four separate music colleges - BIMM Brighton, BIMM Bristol, BIMM Dublin and Tech Music School, London. The BIMM Group is the umbrella brand and each sub-brand has its own clear identity:

- BIMM Brighton & BIMM Bristol – focus on live music and performance
- Tech Music Schools – focus on technical playing and development of Business Studies programmes at HE Level.
- BIMM Dublin focuses on Live Performance and embraces aspects of Irish contemporary popular music

The BIMM Group is financed through a combination of private equity investment and bank debt provided by Sovereign Capital and Barclays Bank respectively. In March 2010 BIMM Ltd underwent an MBO with Sovereign Capital and have currently received a total £11m investment from them, £6.3m from the initial investment to BIMM Ltd with a further £4.75m received when Tech Music School was acquired at the end of June 2010.

Sovereign Capital is an independent, mid-market private equity house with funds of £650m under management. Established in 2001, Sovereign has a strong focus and specific expertise within the education sector, providing equity investment of up to £40m to proven management teams. Further information about Sovereign Capital can be found at: www.sovereigncapital.co.uk

3.2 Proof of continued solvency

Barclays Bank plc has provided banking services to the BIMM Group since its inception. Barclays has provided mortgage loans to the BIMM Group for the purpose of purchasing and developing freehold buildings in both Brighton and Bristol.

BIMM November Management Accounts are appended with this document at Appendix 3

3.3 Bankers' references and published accounts for the last three years

A Bankers reference follows. Published accounts have been provided to the UoS from BIMMs Financial Controller – further copies can be supplied if required.

BARCLAYS CORPORATE

PO Box 612
Barclays House
Southampton
SO14 2ZP
Tax +44 (0)22 8053 4799
www.barclayscorporate.com

21/12/2011

To whom it may concern,

RE: Institutional approval of BIMM Group with the University of Sussex.

This letter confirms that Barclays have been providing banking services to the BIMM Group since their inception over 10 years ago. The BIMM Group is made up of a number of companies from which their 4 colleges are operated: BIMM Brighton, BIMM Bristol, Tech Music School London and BIMM Dublin.

BIMM are in our opinion financially stable with a positive outlook for the future. They have always maintained a good relationship with Barclays, which we hope to sustain over the years.

If you have any questions or require anything more please don't hesitate to contact me.

Yours Faithfully,

Matt Shaw

Relationship Support Manager

Barclays House, Ocean Way

Ocean Village

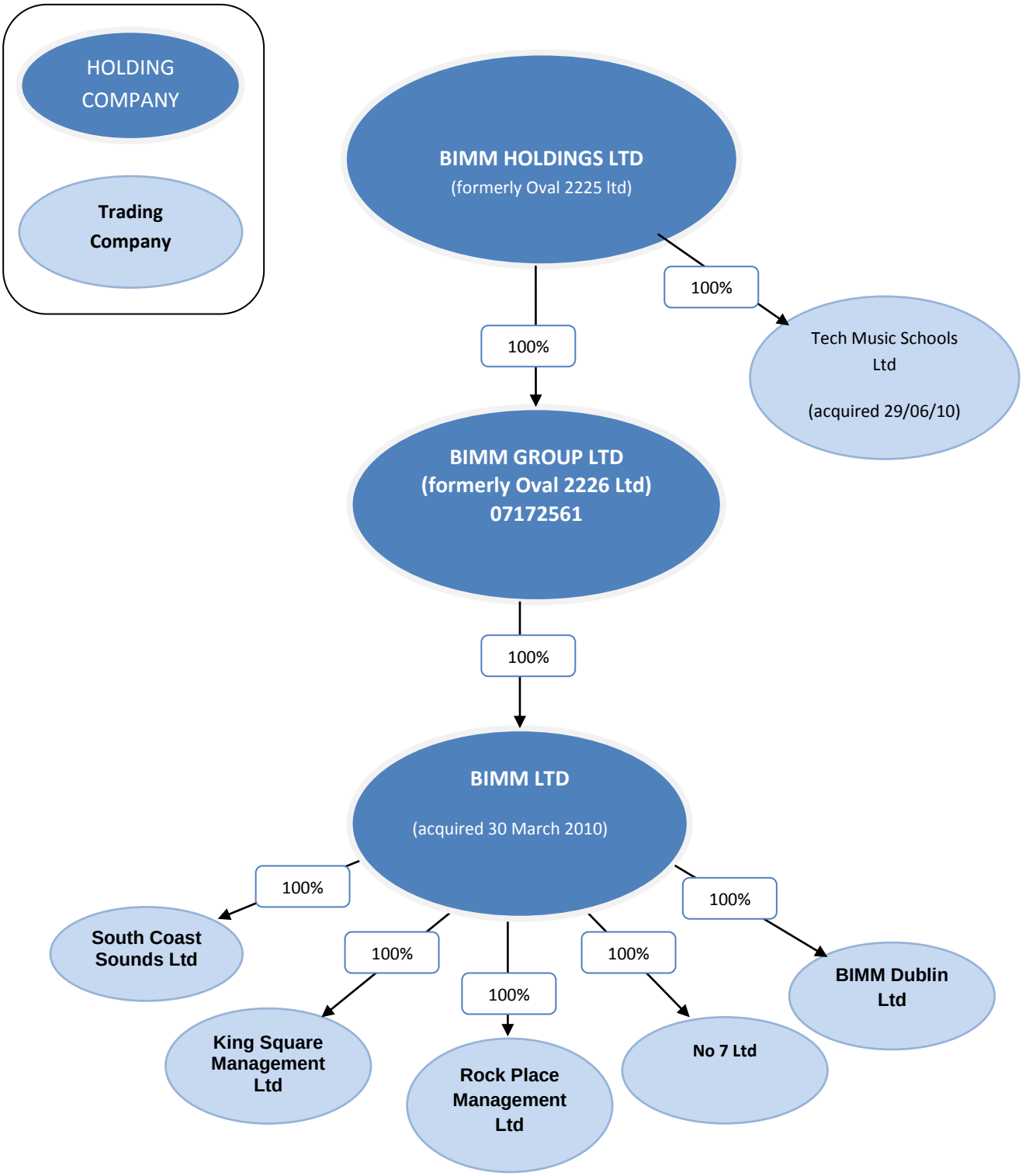
Southampton

SO142ZP

DD: 02380534842 EM: matthew.shaw@barclays.com

Barclays Bank PLC. Authorised and regulated by the Financial Services Authority.
Registered in England. Registered No. 1026167. Registered Office: 1 Churchill Place, London E14 5HP.

3.4 BIMM GROUP Corporate Structure August 2011



University of Sussex Due Diligence – January 2012

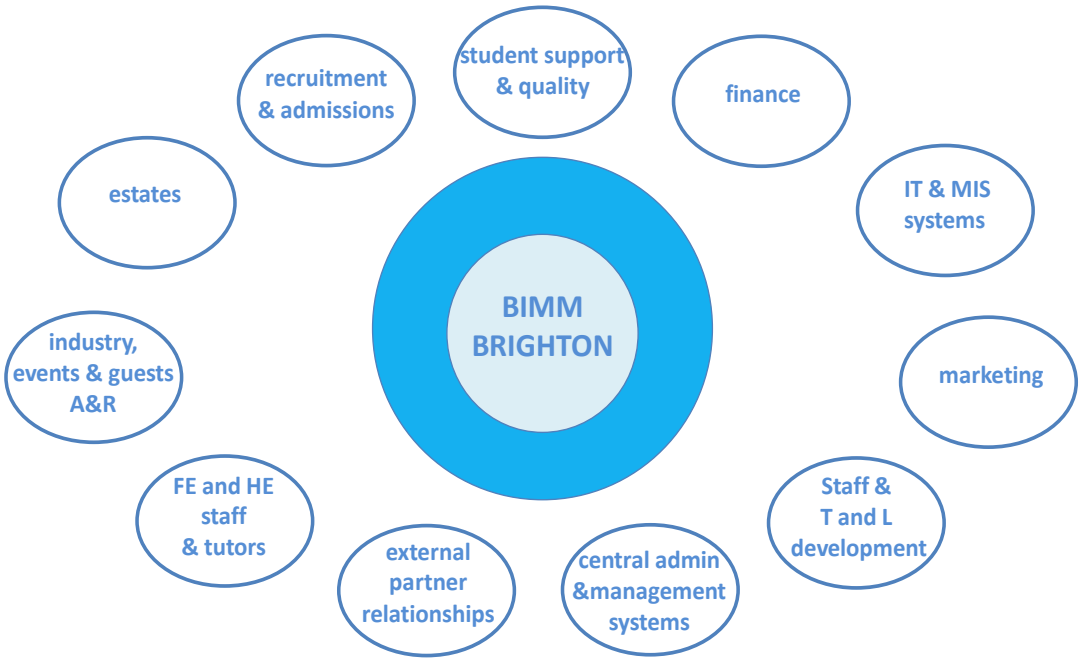
Section 4: Effective Management and Admin Systems

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4. Effective Management and Administrative Systems

4.1 Wheel of BIMM (BIMM Main Departments)



BIMM BRIGHTON – Main Departments

4.2 The Formation of BIMM Group

In 2010 BIMM Brighton and BIMM Bristol became part of a newly formed BIMM Group. BIMM Group has grown by acquisition to include Tech Music Schools – based in London - and a new site development BIMM Dublin. In 2011 the Founder Directors of BIMM left the business and a new Executive team was formed comprising BIMM Brighton and Bristol Principal, BIMM Group Finance Director, Tech Music Schools Principal and BIMM Dublin College Manager. The formation of this wider group of colleges led by experienced managers has extended BIMMs geographical footprint and subject scope, resulting in a broader and deeper contact with educational partners and with industry. The immediate priority at Executive Board level is to review those areas of the BIMM Group business where a pan-group approach can provide a better quality of service for our students and achieve economies of scale. Here the initial focus is on our Group-wide finance and management Information systems.

Although a BIMM Group Executive has been established, our explicit aim is that each centre will remain distinctive and will provide an educational and creative offer that is unique to its location. Equally each centre has unique issues, priorities and ambitions for development.

4.3 Senior Management at Brighton and Bristol

Following the recent changes at Executive Level at the start of the 2011-12 academic year it has not been deemed necessary at this stage to make significant changes to the individual roles and responsibilities of senior staff at BIMM Brighton or BIMM Bristol. The teams in place running both colleges are experienced and have a successful track record. However, a new and slightly expanded Senior Management Team for Brighton and Bristol has now been established - chaired by BIMM Brighton and Bristol Principal. The purpose of this change is to bring the Recruitment and Admissions, Events and Guests and Creative team managers together with the Head of Higher Education, Head of Further Education & Tutor Leader and other senior managers and ensures that there is a regular forum for the discussion of all strategic objectives and implementation strategies. The aim is to encourage a participatory management culture - where the staff resource of considerable talent and experience is tapped and ideas and initiatives are properly discussed and tested.

The strategic direction and top level operational management of BIMM Brighton is planned and executed through the Senior Management Team chaired by the Principal. The Senior Management Team at Brighton comprises of the following posts:

- Principal (Chair) – Vaseema Hamilton
- Financial Controller – Michelle Jay
- Head of Higher Education – Mark Irwin
- Head of Further Education and Tutor Leader – Adam Bushell
- Head of Quality and Student Support – Angelique Smith
- Head of Events, Guests and Creative – Ann Graville (Maternity Cover)
- Head of Estates and Facilities – Karl Middleton

- Head of Recruitment – Anthony Giles
- Head of Admissions – Josie Blacknell

The Senior Management Team meets every two weeks during term time and as required during administration weeks.

Each key department at BIMM is represented through the Senior Management team and all senior managers hold regular meetings with their direct reports to ensure the effective running of all areas of the college and that policies and procedures are adhered to at all levels.

The primary remit for the SMT in 2011-12 is as follows:

- Maintaining the quality of the student experience and high levels of academic and creative achievement
- Continuing to strengthen all Educational Partnerships
- Successful QAA review for Educational Oversight
- Reviewing all Marketing and Promotional materials – including the development of a new website to reposition BIMM Brighton and Bristol in the marketplace
- Maximising Internal Progression
- Reviewing and renewing MIS and all data reporting systems to include new MIS Manager
- Reviewing and the curriculum with a view to maintaining industry relevance
- Maximising Impact of existing and forming new Music Industry partnerships and relationships to include new Alumni Manager post
- Reviewing all BIMM Policies and procedures to ensure compliance with QAA requirements

The recent changes in management at BIMM and an awareness of the ongoing dynamic flux of the Music Industry have prompted a review of many areas of BIMMs educational and creative practice and have lead to several initiatives – including the review of our Ethos - that we believe will strengthen our offer to students and enable us to meet the immediate current strategic aims as outlined above and to plan for the future.

Management of Higher Education

The Higher Education team, headed by Mark Irwin, comprises the following establishment staffing:

- HE Administrator – Elouisa Huitson
- Administrator (0.5 FTE) – Ella Kempton
- BA(Hons) Course Leader – Scott McGill

- Foundation Degree Course Leader –Tony Shepherd
- Senior Academic Lecturer and Head of Business Studies – Jon Stewart
- Head of Work Based Learning – Mel Thornton

All aspects of the day to day management of Higher Education are delivered by the Higher Education team with each module within the programme being headed by a Module Leader.

BIMM Tutor Leader and Head of Further Education – Adam Bushell – also works closely with the Higher Education team and has a lead role in ensuring the creative and musical content of the curriculum is up-to-date across all levels of course.

4.4 BIMM Industry Advisory Panel

Development of BIMM Brighton and Bristol Music Industry Advisory Panel

Since it's inception in 2002 BIMM has established strong links with many major players in the current music industry and this ensures that all our courses provide a vocational experience which will enable students to progress into sustainable careers as musicians – or as music industry professionals. Initially many industry contacts came about as a direct result of the collective backgrounds and connections of BIMM's founder Directors, however in recent years this has been less the case and it is now our Events and Guests department, industry based tutors and full time staff who maintain BIMMs relationship with the industry. As by far the majority of our tutors and key staff continue to work within the industry as well as in their roles at BIMM they provide the perfect conduit to a current understanding of the complexities and debates that the industry is currently dealing with – outlined in section 2.

In October 2010 we formed an Industry Advisory panel which includes key members of the BIMM team and local and national representatives within the music industry. The objectives of this group are to regularly review BIMMs curriculum offer and to make recommendations for updates if appropriate and to ensure that the quality of Artist Development and A and R at BIMM is at an industry standard.

4.5 BIMM Staffing and Staff Qualifications for HE Provision 2011-12

Senior Management Team (SMT)				
Staff name	**Job Title**	**Qualifications**	**Teaching experience & qualifications**	**Staff development**
Vaseema Hamilton *Full time*	Principal	MA BA(Hons) 1st Class	CG7407	Management Training
Mark Irwin *Full time*	Head of Higher Education	MA PHD in process	Associate member of IfL	Rising star of the HE Academy
Adam Bushell *Full time*	Tutor Leader & Head of Cert HE & Further Education	BEng (Hons)	PGCert	
Loraine Pearson *Full time*	PA to Principal	RSA/secretarial quals & professional experience	N/A	SMT Training
Michelle Jay *Full time*	Financial Controller	CIMA	N/A	
Angelique Smith *Full time*	Head of Quality & Student Support	BA(Hons) Fashion Promotion Level 1, 2 and 3 OCN Counselling Drug and Alcohol Awareness Training Mental Health Training	N/A	MA (projected)
Karl Middleton *Full time*	Head of Estates	BTEC Nat Dip Art & Design Undergraduate Open University courses in Energy & Technology for a Sustainable Future	N/A	MA (projected)
Mel Thornton *Full time*	Head of Work Based Learning	BA (Hons)	PG Cert Six years experience teaching in FE	IOSH/ROSPA Sussex Learning Network (SLN)

			and HE in including module leader for FdA in Professional Musicianship	Foundation Degree Symposium
Josie Blacknell *Full time*	Head of Admissions	NVQ Level 3 ITEC Diploma	N/A	
Anthony Giles *Full time*	Head of Recruitment	BA(Hons) Professional Musicianship	N/A	
Ann Graville (Acting – maternity cover) *Full time*	Head of Creative & Music Industry	O'Levels x 4	N/A	Press Officer BBC, Company Director, Freelance Publicist

Administrative and Support Staff			
Anton Rogers *Full time*	Student Support Officer	BA(Hons) Classical Civilisation with Philosophy Level 1, 2 and 3 OCN Counselling	Train the Trainers course, Sussex Police 2003
Ashton Bainbridge *Full time*	Exams Officer	BA Hons English Literature (1st Class)	TEFL Weekend Course.
Elouisa Huitson *Full time*	HE Administrator	Post Graduate Certificate in Art History BA(Hons) Fine Art	
Kalee Jones *Full time*	Student Support Officer	3 x A Levels	PTTLS certificate August 2010
Caroline Gibbons *Full time*	Student Support Officer	PGCE	
Ella Kempton *Full time*	Administrator	BA Hons (Performance and Visual Art, Dance, Music Theatre)	

HE Staff and Module Leaders BA(Hons) and FD in Professional Musicianship for 2011			
Staff name	**Qualifications**	**Teaching experience and qualifications**	**Teacher Training**
Mark Irwin *Head of HE*	MA	Associate member of IfL	
Adam Bushell *Head of Cert HE & Tutor Leader*	BEng, PGCE / HE	Industry Professional	PGCE / HE
Scott McGill *Course Leader BA(Hons)*	BM(Hons)	Industry Professional HE Senior Lecturer	Fellow HEA, MA in Guitar Pedagogy (in progress)
Tony Shepherd *Course Leader FdA*	MA(Cantab), Cert Ed	Cert Ed Industry Professional	Certificate in Education (equivalent PGCert)
Jon Stewart *Senior Academic Lecturer* *Module Leader BA / FdA*	MA, BA(Hons), PGCE / HE	Industry Professional	PGCE / HE, PhD Popular Music History (in progress)
Neill Thew *Head of Teaching & Learning*	MPhil, MA, BA, PGCert	PGCert/ Member ILT	
Mel Thornton *Head of WBL* *Module Leader FdA*	BA(Hons), PGCert	Industry Professional	PGCert
Jake Shillingford *Head of Music Business* *Sessional*	PGCert	Industry Professional	PGCert
Heidi Berry *Module Leader FdA* *Sessional*	MA, PGCert	Industry Professional	Cert Ed PGCE
Martin Cooper *Module Leader FdA* *Sessional*	BA/BSc Combined Hons; PGCert	Industry Professional	PGCert

Jason Knight *Module Leader FdA* *Sessional / HOD*	MA (Oxon), PGCE / HE	Industry Professional	PGCE / HE
Andy Bray *Module Leader FdA* *Sessional*	MSc, BA(Hons), PGCE	Industry Professional	PGCE
Kate Cameron *Module Leader FdA* *Sessional / HOD*	MA, PGCE, extensive touring and recording experience	CertEd	PGCE
Jim Williams *Module Leader FdA* *Sessional / HOD*	BA(Hons), LTCL, ALCM, PG Cert (in progress)	TASIS, England Edinburgh schools	PG Cert (in progress)
Dan McKinna *Sessional*	BA(Hons), MA, PGCert (in progress)	Industry Professional	PGCert MA (in progress)
Ian Sillett *Sessional / HOD*	BA(Hons), PCGE	Industry Professional	PCGE
Andy Maclure *Sessional* *Module Leader FdA*	PGCert	Industry Professional	PGCert
Pat Garvey *Sessional / HOD*	PGCert (in progress)	Industry Professional	PGCert (in progress)
Martin Wright *Sessional*	PGCert	Industry Professional	PGCert
Charlie Pinder *Sessional*	LLB (hons)	Industry Professional	
Russell Carr *Sessional*	BA(Hons), PTTLs	Industry Professional	PTTLs
Vinnie Lammi *Sessional*	PGCert	Industry Professional	PGCert
Franc O'Shea *Sessional / HOD*	PGCert	Industry Professional	PGCert
Steve Hillier *Sessional*	PGCert	Industry Professional	PGCert
Andy Nixon *Sessional*	PGCert	Industry Professional	PGCert

Marcus O'Dair *Sessional*	BA(Hons)	Industry Professional, Lecturer	
Toby May *Sessional*	PGCert (in progress)	Industry Professional	PGCert (in progress)
Darren Sadler *Sessional*	BSc Communication & Media	Industry Professional	
Preston Prince *Sessional*	PGCert	Industry Professional	PGCert
Damien Morris *Sessional*	PGCert	Industry Professional	PGCert
Julie Brighten *Sessional*	Higher Diploma in Musical Theatre	Industry Professional	
Elliott May *Sessional*	PGCert	Industry Professional	PGCert
Katarina Holmberg *Sessional*	BA(Hons)	Industry Professional	
Mark Flannery *Sessional*		Industry Professional	
Briggy Smale *Sessional*	Southampton Solent University (Visiting Fellow)	Industry Professional	
Johnny Hopkins *Sessional*	BA(Hons), MPhil in Contemporary History (in progress)	Industry Professional	MPhil in Contemporary History (in progress)
Julian Porreca *Sessional*	MEng(Hons), PGCert (in progress)	Industry Professional	PGCert (in progress)

Job Descriptions for Senior Management Team and HE Module Leaders are included in Section 2. CVs are attached at Appendix 4.

4.6 Organisation and academic structures

BIMM operates to an internal annual Quality Cycle which enables us to meet the requirements of all our Higher Educational and Further Education Partners. The Organisational and Academic structures within BIMM's Higher Education Department are designed to mirror and provide parity with those of the University of Sussex. All programmes are reviewed annually and monitoring reports and subsequent Action

Plans are prepared in consultancy with the UoS Partnership Office and in-line with the policies of the UoS. Annual Monitoring Reports for UoS programmes are written by Module Leaders and Course Leaders and then submitted to BIMM Board of Studies for review. They are then signed off at BIMM HE Forum and - once fully approved by SMT – submitted to the UoS CPC.

Both the Foundation Degree and the Degree in Professional Musicianship have termly Board of Studies meetings which also report into the HE Forum. Exam Boards are held in-line with the UoS annual cycle with Retrievals Boards as required during August and September.

4.7 Annual Strategy Meetings

Historically the BIMM Principal and Educational Director have met annually with the UoS Pro Vice Chancellor, Clare Mackie, and the Head of the Partnership Office to review BIMM's relationship with UoS and consider appropriate changes or developments for BIMM courses. Going forward the Principal, Head of Higher Education and Financial Director will continue to represent BIMM at these strategic annual meetings with additional meetings convened if appropriate as – having successfully reached our tenth year – BIMM hopes to extend our partnership work to include new postgraduate provision from October 2013.

4.8 Operational Planning Meetings

The BIMM Principal and Head of HE also meet regularly with the UoS Partnership Office for Operational Planning meetings. As well as these formal review and planning meetings there is regular contact between the University Partnership Office and BIMM and with the Department of Informatics through the Academic Link Tutor – Natalia Beloff. BIMM has recently appointed a new Higher Education Administrator Elouisa Huitson who is in regular contact with UoS in respect of all day to day management of our HE programmes.

Feedback from UoS to the BIMM team is managed in the main by the Head of Higher Education who holds fortnightly meetings with the HE team at BIMM and attends all BIMM SMT Meetings. This ensures that the BIMM team is abreast of all developments in HE and all UoS requirements.

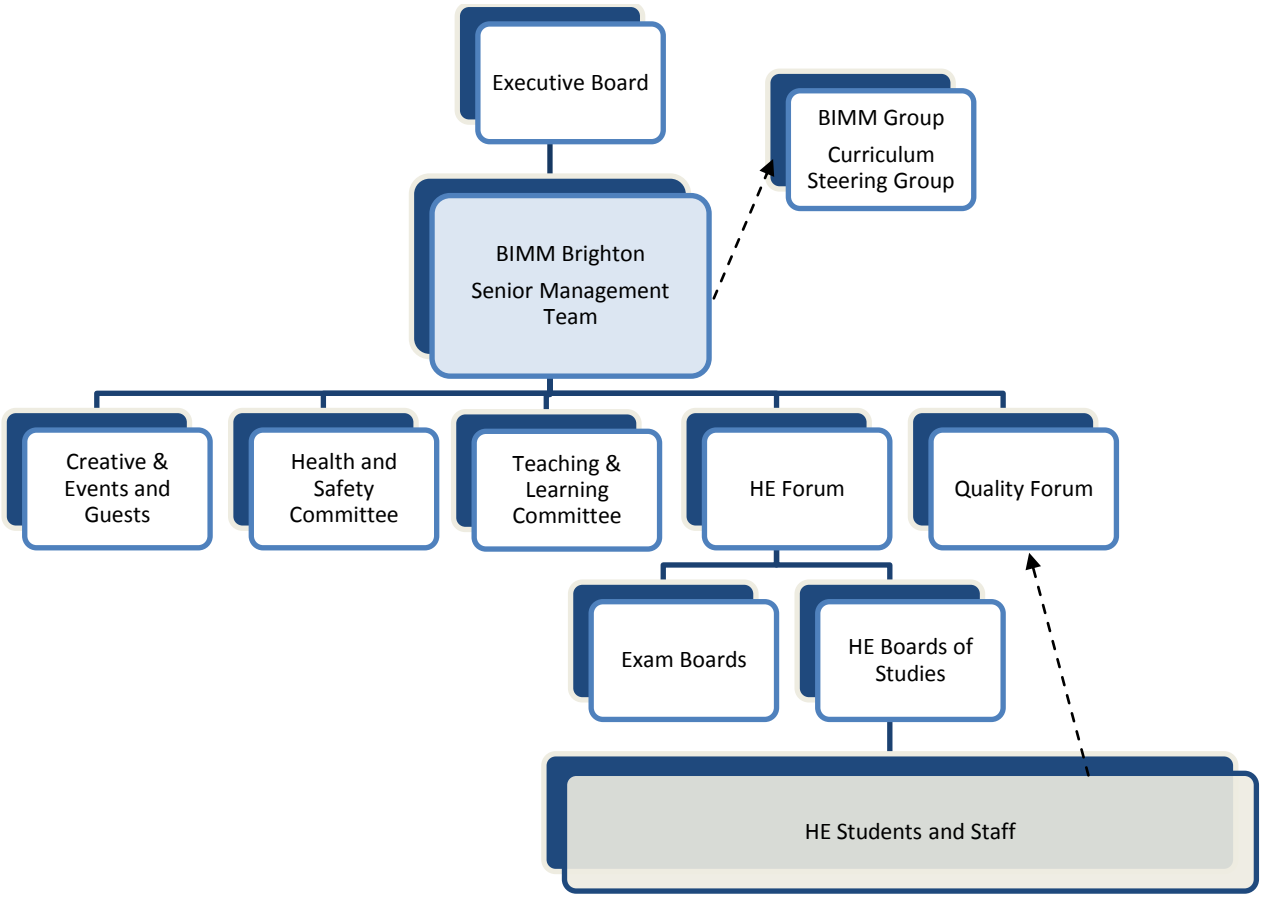
4.9 QAA Review

Recently BIMM has applied for Educational Oversight with the QAA and a review date is set for April. Mark Irwin has successfully completed the training to become a QAA reviewer and this training has proved invaluable in equipping Mark to support and prepare the BIMM team in the lead up to the review.

As the QAA review will come some weeks after BIMM's Due Diligence review with the University of Sussex we are aware that further analysis of and reflections on areas of our academic practice over the next few weeks may lead to the fine tuning of some of the practice and policies as outlined within this document. As UoS will also be involved in the process of QAA review the BIMM Higher education team will work closely with colleagues in the Partnership Office to ensure that any modifications made are done so with approval.

4.10 Committee Structure and Main HE Meetings

BIMM Brighton HE Committee Structure



Type of Meeting / frequency	Attendees	Abbreviated code	Day & Time
BIMM Senior Management Team Meeting *meets fortnightly*	BIMM Principal (Chair) Senior Mangers	SMT	Weds PM
HE Team Meetings *meets fortnightly*	All HE established staff; Head of HE (Chair) Course Leaders Head of WBL Head of Business Studies, HE HE Administrator	HET	Thursday PM
Boards of Study (BA & FdA) *meets termly for each course*	Head of HE (Chair) Principal Course Leader(s) Student Reps x 2	BOS	Varies
Exam Boards Interim Exam Board – April Exam Board Pre-Meeting – July Main Exam Board – July Retrievals Board – September	Link Tutor (Chair) Head of HE (Deputy Chair) Examiners (Internal & External) UoS Observers	EB's	Tuesday am
HE Forum *meets once per term*	Link Tutor Head of HE (Chair) Principal Course Leaders	HEF	Thursday pm
All Staff *meets termly*	All Full time staff	ALL STAFF	Varies
Quality Forum *meets termly*	Head of Quality Principal Head of HE Head of FE	QUALITY	

4.11 Terms of Reference are listed below:

- Senior Management Team (SMT)
- Boards of Study – BA(Hons) and Foundation Degree
- Exam Boards
- HE Forum
- All Staff
- Quality Forum

Senior Management Team Meetings

Terms of Reference

a) Determine the overall Mission and Vision of BIMM Brighton and BIMM Bristol

b) Provide leadership and direction for all teams within BIMM to fulfil the vision and deliver the BIMM strategic plan

c) Make recommendations on the development of all company policies and once agreed ensure their effective delivery

d) Maintain and monitor all aspects of BIMM's work with its educational partners

e) Agree, review and monitor annual targets for recruitment, retention and achievement and develop strategies to ensure that BIMM meets its targets for recruitment, retention and achievement

f) Make recommendations for curriculum change to BIMM Curriculum Steering Group

g) Ensure the quality of creative outcomes

h) Receive, review and respond to all reports and recommendations from the BIMM team to include:

- Self Assessment and Annual Monitoring Documentation
- Feedback from Students
- Quality Monitoring Documentation
- Student Achievement
- Health and Safety Reports
- Staff Development Requests

The SMT meets fortnightly and reports to BIMM Executive Board. SMT receives reports from and makes recommendations to:

- BIMM Group Curriculum Steering Group
- BIMM Group IT Forum
- BIMM Health and Safety Group
- BIMM Estates Management Group
- Industry Liaison Group
- Teaching and Learning Committee
- Finance Group
- HE Forum
- R&A Group

Board of Studies BA(Hons) and Foundation Degree Meetings

Terms of Reference

a) Oversee the operation and management of the course

b) Ensure the implementation of BIMM regulations, policies and procedures for the teaching, supervision, and examination of students on the course

c) Ensure that staff, students, external examiners and other relevant groups are provided with accurate information about the programme of study

d) Elicit feedback from Student Representatives regarding all aspects of the course

e) Receive reports on the outcomes of monitoring and evaluation of the programme and decide on any action to be taken as a consequence

f) Discuss matters concerning individual students and decide on any action to be taken as a consequence – student representatives to be excluded from any such discussion

g) Discuss matters concerning individual staff members and decide on any action to be taken as a consequence – student representatives to be excluded from any such discussion

h) Make recommendations concerning any new proposed programmes of study or modifications to existing programmes

i) Promote a continuing discussion on the most effective way to deliver teaching and learning

j) Advise on resources issues that affect the programme of study

k) Submit all minutes and reports to SMT, HE Forum, Teaching and Learning Committee and the University of Sussex

Exam Board Meetings

Terms of Reference

- Marks Assurance

  a) To approve question papers in consultation with the external examiners;

  b) To monitor marks distributions for individual courses and to determine what action should be taken (if any) in respect of aberrant sets of marks;

  c) To determine action to be taken in the case of question papers where there are errors or assessments about which there are complaints;

  d) To confirm and maintain standards of assessment for all courses in conjunction with the external examiners;

  e) To finalise marks for each module.

- Award/ Progression

  f) To determine whether candidates have satisfied the rules for progression from one stage of the BA course to the next;

  g) To determine the resit or repeat requirements in the event of failure of a stage or the award;

  h) To consider and determine whether compensation should be applied in the event of module failure or other circumstances where academic credit is not achieved;

  i) To confirm the award of academic and general credit;

  j) To implement the recommendations of the Mitigating Circumstances Panel;

  k) To recommend the award of BA(Hons) to those candidates who have satisfied the assessment requirements for these awards;

  l) To make recommendations, if appropriate, on change to rules for the conduct of assessments, and arrangements for progression, award, resit and repeat.

HE Forum

The HE Forum has a remit to:

- Examine all aspects of HE Teaching and Learning, to include Quality Assurance matters.
- Undertake course review
- Make recommendations to the curriculum steering group and SMT for internal approval to curriculum change and development
- Review Annual Monitoring Reports before submission to University of Sussex

Terms of Reference

a) To establish the academic policy and educational objectives of BIMM HE courses.
b) To consider all matters relating to the establishment and maintenance of standards and the assurance and enhancement of quality of HE courses.
c) To monitor the implementation of the BIMM Learning and Teaching strategy within HE courses and make recommendations to the Teaching and Learning Committee.
d) To approve and keep under review procedures for the development, approval, monitoring and review of the curriculum and to instigate programme review at appropriate points.
e) To receive reports on the outcomes of the internal periodic review process, or of any external reviews by statutory bodies.
f) To determine procedures for the appointment of external examiners and approve nominations for recommendation to the University of Sussex.
g) To consider reports from the following sub-committees

    - BA Board of Studies
    - FD Board of Studies

h) To review overall BIMM HE performance in terms of analyses of statistical data related to entry profiles, progression and awards of student cohorts.
i) To identify positive outcomes and successful practice in the annual monitoring, periodic review or external review processes.

The HE Forum will meet termly (three times a year) and report to SMT and Teaching and Learning Committee meetings and University of Sussex Partnership Office / School of Science and Technology.

All Staff Meetings

Terms of Reference

The Full Time Staff meetings met to discuss issues arising from the following agenda

1. **Strategic Plan**

   Disseminate the developments and actions arising from the Strategic Plan

2. **Estates and Health and Safety**

3. **Teaching and Learning**

   - Review of the observation programme
   - Discussion of retention and achievement data
   - EV liaison and visits

4. **Planning of Exams**

   Planning of exams and assessments

5. **Events**

   Planning of End of Term Gigs and other BIMM events

Quality Forum

Terms of Reference

a) Formulating policies and procedures in relation to all aspect of the annual Quality Cycle

b) Monitoring the implementation and effectiveness of all Quality procedures to include:

- Attendance and Lateness Monitoring and follow –up
- Achievement of recruitment, retention and student achievement of core qualifications targets

c) Reviewing the uptake and effectiveness of tutorial systems

d) Reviewing the uptake and effectiveness of Additional Support for students

e) Receiving and reviewing all external reports from partner institutions

f) Setting in place all procedures required for effective completion of all Self Assessment documentation

g) Reviewing all new documentation in respect of Inspection protocols for both FE and HE and reporting changes in HE assessment regulations

h) Approving Annual Monitoring Reports for validating institutions and accrediting bodies

i) Ensuring the maintenance and development of appropriate academic standards

j) Dissemination of inspection information and monitoring of staff awareness

k) Planning and implementing the teaching and learning observation programme in line with the requirements of BIMMS HE and FE partners

l) Setting in place effective systems for eliciting feedback from students across BIMM

m) Monitoring and making recommendations in respect of student mentoring programme

n) Submitting all minutes and reports to Directors and Principal

4.12 Admissions – Management, Procedures and Policies

The responsibility for the management and processing of all external admissions and all internal progression between courses rests with our Admissions and Recruitment Department. This was restructured under two Heads, one for Recruitment, Anthony Giles, and one for Admissions, Josie Blacknell in 2009. As the college has expanded we have maintained a centralised Recruitment and Admissions department for BIMM Brighton and Bristol but have grown the team by three to include two full time assistants and a part time assistant. These new appointments ensure that quality can be maintained and recruitment targets are met.

All members of the Recruitment and Admissions team are responsible for and dedicated to ensuring that course materials and information are kept fully up to date and for answering all queries related to admissions with accurate information about our courses and how best to apply. They also provide a link to other teams within BIMM where required in respect of any concerns and queries about finance, SEN and other aspects of student support.

Copy for all course materials, website information and the BIMM prospectus is subject to approval by the Senior Management Team. We have recently improved our practice in this area in line with the QAA requirements for the production of Public Information.

The Head of Recruitment and his assistant are in the main outward facing, with responsibility for promoting and marketing BIMM's programmes through: Schools Tours, Careers Events and Open Days. Anthony Giles also has responsibility for selecting (with BIMM Head of FE and Tutor Leader) and training all assessors who are involved with the audition of students who join BIMM externally. Assessments take place each Saturday at both centres and the quality of all processes on these days is closely monitored by members of the SMT.

BIMM has a commitment to offering an audition and interview to every applicant and ensures that this area is staffed by highly trained musicians who are able to make informed decisions about which level of programme each applicant would best be suited to join. All programmes have clear entry criteria and these are explained to each applicant before a conditional offer is made. All offers made are conditional unless an applicant already fulfils all required criteria.

The Head of Admissions, Josie Blacknell, takes responsibility for processing all applications to BIMM. This has included applicants via UCAS for the Foundation Degree in Professional Musicianship although, with the recent decision to move this course from franchised to validated provision this will change. BIMM has applied for its own UCAS registration and will list our Foundation Degrees with UCAS for direct application to BIMM as soon as approval is given.

For all non-UCAS applicants Josie Blacknell takes responsibility, once an offer has been made by a member of the assessment team, and ensures that the appropriate contracts are sent out and followed up. Josie Blacknell also manages all internal progression processes and in respect of Higher Education a major part of her role is

to take forward all applicants wishing to progress to Year 1 BA(Hons) / Cert HE or from Foundation Degree Year 2 to BA(Hons) top up Year 3.

Each applicant for progression is required to complete an internal application form which is modelled on the standard UCAS form. All forms include a personal statement. Once submitted, applications are forwarded to BIMM Heads of Department for a reference to be added and to Quality and Student Support for a report on studentship and attendance. Following this procedure each applicant is invited to attend an interview conducted by a member of the Senior HE team. At interview an individual's potential for completing and achieving the full BA(Hons) is discussed, with emphasis on exploring any ideas for the final Professional Project.

All offers of a place of the BA(Hons) are conditional on a student attaining the required entry criteria.

4.13 Equality of opportunity within admissions

As described above all students who apply to BIMM are offered an audition and will be assessed according to set criteria in order to establish which course and level would best suit their skills and potential. Each initial assessment at BIMM is tailored to the needs of the individual and lasts approximately one hour. Specialist, trained assessors will explore each applicant's personal ambitions and goals and outline the range of opportunities that BIMM can offer. Before making any recommendations for a particular programme they will check an applicant's academic background and any future projected grades for qualifications currently being undertaken and conduct a musical audition to ascertain levels of playing skill and underpinning theoretical knowledge.

4.14 Assessment and Examination

- **Responsibility for the organisation of student assessment**

  The assessment deadlines and examination dates are all clearly timetabled into the HE Assessment Calendars for the FD and BA courses and these are given to students at the outset of their Programme.

  Assessments and examinations are set by Module Leaders in conjunction with Course Tutors, Course Leaders and External Examiners. Final responsibility for the organisation of student assessment lies with the HE Course Leaders: Scott McGill (BA) and Tony Shepherd (FD). All assignment briefs are agreed beforehand in course team meetings with respect to suitability of level and content, coverage of module learning outcomes, specific assessment criteria, marking criteria and assessment weighting. These are then sent for approval to the FD and BA External Examiners, with any subsequent recommendations being implemented prior to publication. Examination papers are similarly submitted for approval to External Examiners, with any changes being implemented for final approval well in advance of published examination dates. Details of all assessments are included in the relevant module sections of the FD and BA Course

Handbooks, with specific assignment briefs being published separately via Study Direct as well as hard copies being available for students.

A high proportion of assessment on both the FD and BA course is performance based, and generic marking criteria have been published for both performance and written assessments in addition to the more detailed generic mark schemes for each piece of module assessment within the course handbooks.

Procedures for double marking are in line with UoS regulations as laid out in the Handbook for Undergraduates, Examiners and Examination Boards 2010-11 and these involve the moderation of 10% of written papers and erformance examinations together with all Distinctions, Firsts and Fails. Performance Exams are recorded on DV tape for the purposes of marks assurance. Details of all submission policies – including the penalties for late work and academic misconduct – are clearly laid out for students in the HE course handbooks.

- **Reliable, systematic arrangements for recording marks**

  The recording of marks is affected by submitting data onto the central marks arrays, which are restricted access and password protected to ensure confidentiality, and the inputting and systematic updating of this data is the responsibility of the HE Administrator. Marks Arrays are regularly reviewed as a component of HE team meetings before final ratification by the FD and BA Examination Boards. Provisional marks, together with written feedback are returned to students within fifteen working days of assessment deadlines after the second marking process has been completed, and it is the responsibility of all markers as well as Module and Course Leaders and the Examinations Officer to check the accuracy of the awarding and recording of all marks as closely as possible.

  Any issues to do with marks assurance are carefully noted by Course Leaders, with any necessary advice being sought from the Link Tutor, UoS Examinations Office or External Examiners as appropriate, with all matters being brought forward for discussion as itemised agenda items at the FD or BA Examination Board meetings.

- **Conduct and invigilation of examinations**

  All examinations are undertaken in accordance with UoS regulations with respect to the conduct and invigilation of examinations, as laid out in the UoS Handbook for Undergraduates, Examiners and Examination Boards 2010-11. With respect to written examinations, these are conducted in specialist accommodation at venues such as the The Clarendon Centre which can seat over 90 students in full examination conditions for the purposes of whole year group exams. Invigilation is supplied in accordance with the requirements for staffing ratios and gender, and great care is taken to fully register student attendance, conduct the examinations in a proper manner in accordance with UoS requirements and ensure that all papers are carefully collected and

stored confidentially prior to marking by approved staff. Students with specific learning difficulties such as dyslexia will have had individual assessments via the UoS Student Support Unit (SSU), and each of their special examination needs (e.g. extra time or computer usage) is met in accordance with their particular SSU assessment report recommendations. The procedure for BA(Hons) students differs in that those with identified Learning Support needs are referred to a specialist Learning Support Assistant, sourced by BIMM. All students requiring support are also referred to the in-house Student Support Team under Angelique Smith, Head of Student Support, who monitors their progress.

With respect to the conduct of performance examinations, many of these are carried out on a one-to-one basis between student and examiner, and all examinations done in this way are filmed using digital cameras for the purposes of second marking and EE moderation. Second marking samples of performance exams are done to reflect a full spectrum of the marks awarded in addition to the inspection of borderlines (e.g. Pass / Fail) and Firsts / Distinctions. Larger group-based assessment, such as the group performance examinations on the Foundation Degree, are again undertaken in specialist accommodation and the invigilation and assessment of these is undertaken by a panel of qualified tutors in addition to the digital recording of group performances for moderation purposes. Certain key assessments and projects are blind double marked as per agreed policy, approved by UoS CPC.

4.15 Assessment Policy – as provided within student handbooks.

The ethos behind BIMM is that we are a college run by musicians for musicians and the design of the curriculum and the assessment of learning outcomes is guided by this principle. Assessment strategy and design aims to echo 'real world' commercial briefs and scenarios alongside the academic skills of research, analysis and critique required for a qualification at this level.

We are also very committed to the development of reflective and entrepreneurial practitioners in music; and the emphasis on project management and professional development is also reflected in the diet of assessment.

The range of assessment tools has been developed over the life of this course and through this revalidation process and we believe we have a coherent and effective strategy.

The range of assessment devices includes:

- Presentations – where students present work to tutors and fellow students in a range of different contexts
- Research Projects – academic and practice based projects, developing research and project management and team working
- Performance Exams – assessing a range of competencies from sight reading to ensemble performances

- Specialist Performance Exam & Viva – some performance exams include a Viva allowing students to reflect on their practice
- Essays – academic essays designed to demonstrate research and critical analysis
- Aural Exam – designed to test knowledge of musical theory, skills levels and critical listening skills
- Self Assessment of Live Performance – reflective commentary on performance and pre-production
- Compositions to set commercial briefs and presentation package – a 'real world' set of briefs designed to emulate commercial working practice
- Song arrangement – designed to introduce the role of Musical Direction for songwriters
- Performance Promo / Press Pack or Website – marketing and design exercise
- Practical studio recording session (including practical planning materials) – designed to emulate the role of the musician / producer in a studio context
- Written technical exam – theory based time limited exam
- Project Planning Proposal & Project Report – major project with planning/proposal and final report elements; emulates a range of professional or academic contexts
- Reflective Essay – allowing students to reflect on own performance and make links between theory and practice
- Produce a show reel to a set of 'live' world commercial briefs – designed to utilise commercial 'real world' publishing briefs
- Written Music Business Exam & Business Plan – designed to test understanding and knowledge of the music business and standard business protocols and practice
- Musical theory exam – designed to test knowledge of the theoretical principles of music
- Teaching Portfolio & Practical Teaching Assessment – development of teaching materials alongside practical observation of classroom teaching
- Performance Exam including limited prep – 'seen' performance assessment with limited preparation time
- Work Based Learning portfolio (FD) reflection of Work Based Learning projects undertaken during the course

Assessment criteria and their relationship to learning outcomes

Each module outline includes a set of specific assessment criteria alongside the learning outcomes. These criteria detail what assessors will be looking for from students to meet the stated module learning outcomes.

Each module also includes specific assessment related marking schemes that operate alongside the generic classification based marking scheme.

Module Pass Mark

The pass mark is 40%

Anonymity in the Submission and Marking of Work

Candidates should submit written work identified only by candidate number and not candidate name. It is the candidate's responsibility to remember and use their number. The marking of assessed work will then be conducted anonymously via this candidate number as far as reasonably practical, although examiners cannot guarantee that they will not recognise the work, particularly where tutorial support has been given. Candidate numbers will be also be used in the marking of unseen examinations.

In performance assessments; where anonymity is impractical, students will be marked by name and then, the mark will be recorded by candidate number.

Students should use their candidate number on all written and notated submissions (see essay regulations). Submissions that contain the candidate's name may be returned for removal. Candidate numbers will also be used to return marks via notice boards and email.

Procedures for Double Marking

Candidates are principally assessed and marked by the module tutor(s). A range of work is also 'double-marked' by the module leader or a second tutor and this process is verified through external examination.

Practical examinations are recorded digitally for consideration by the external examiner.

All marks are subject to the scrutiny of the Examinations Board, which meets twice yearly to consider all aspects of assessment.

Submission of Work

Essay Format

Unless otherwise specified, written submissions should conform to the following:

Format: A4 single-sided, collated and spiral bound (or other method of secure binding), standard white 80g paper

Font: 11 or 12 point type in a clear font such as Times or Arial

Information: Each page must include your student (candidate) number (in the header) and a page number (in the footer)

Spacing: Double-spaced (so the marker has space to write in comments)

Presentation: A4 printed and spiral bound with a clear plastic cover (no loose leaf and no plastic pockets)

Your work is expected to be readable, clearly expressed and correctly spelled (please use a UK spell checker & ask somebody to proof your written work)

Bibliography: Written work should include a Bibliography where required, which should be referenced using the Harvard Reference System (see below)

Media: CDs or additional materials should be firmly attached (a folder with a CD pocket is advisable)

Cover Sheet: A cover sheet containing the candidate number, the module name, the assessment (or assignment) title and the word count should be included attached to the front of each submission

Submission sheet for non-electronic submissions: If you are submitting your assignment by hand you will need to attach a specific HE submission sheet. This form allows us to provide you with a receipt for your work and confirms that the work is your own and properly referenced.

Transcription/notation submissions should be hand-written in pen or pencil. All other written work should be word-processed unless the brief specifically states otherwise.

Written exams will be performed under university exam conditions. All exam locations and times will be published well in advance on Study Direct and BIMM Notice-boards.

It is the student's responsibility to keep copies of all their work, either in digital, print or photocopied form, including CDs and recorded submissions.

All digitally stored work must be backed up twice.

Word count – word counts **must** be stated at the beginning of all written submissions. There is a 10% margin on word counts (plus or minus 10%) and written work falling above or below this 10% margin will be penalised by 10% of the assessment mark.

Although markers are principally looking for well-structured arguments and interesting ideas, poorly written work may be penalised. Students with dyslexia will not be penalised for spelling, structure or grammar.

Policy for determining alternative modes of assessment for disabled students – BA(Hons)

Information provided within Student Handbook

If you have a disability that may affect your ability to take a particular type of assessment then you should seek advice from the Head of Quality and Student support at BIMM, as we may be able to alter the type of assessment for you. You must contact us before the last day of week six of the Autumn Term.

The following procedures are approved for the management of alternative modes of assessment for disabled students. In implementing these procedures it is noted:

- That the majority of disabled students will continue to cope with the agreed assessment modes if provided with special arrangements such as extra time in unseen exams, scribes & readers or sheltered accommodation where they can deal with their disability without disturbing other candidates.

- That in circumstances determined by the Head of Student support (BIMM) consideration should be given to changing the mode of assessment for a module if that mode of assessment is potentially disadvantageous to a disabled student. Where it is not possible to demonstrate the learning outcomes of the module with an alternative mode of assessment without compromising standards, BIMM reserves the right not to change the mode of assessment.

Principles:

- BIMM operates under a general commitment to do its best within both the letter and the spirit of the Special Educational Needs and Disability Act (SENDA) to ensure that a disabled student is not disadvantaged by assessment modes or practices.
- This procedure can be invoked with respect to a prospective student who has made an application to study at BIMM before confirmation that they have met the entry requirements.
- The procedure cannot be initiated simply by a request from the student. The procedure is activated only on the submission by the Head of Quality & Student Support (BIMM) in consultation with the University's Student Support Unit (for Foundation Degree students only) that a student or potential student is "potentially disadvantaged" by a mode of assessment in the programme of choice.

Initiation of Procedures

Pre-Application

A potential student may approach the College at any time. Where that initial approach involves a discussion or meeting with the Head of Quality & Student Support (BIMM), the Head of Student Support will draw up and retain a report indicating potential disadvantage which requires consideration once the candidate has made an application to study at BIMM. When an application has been received, initiation of the procedure in 'Operation of Procedures' below can be undertaken.

Post Admission

The Head of Student Support will look at any claims made with respect to disadvantage by asking for corroborative evidence of disability, and evidence that the

student's disability makes the standard mode of assessment potentially unfair.

Students identified by the Head of Quality & Student Support (BIMM) as being potentially disadvantaged by modes of assessment will have an annual review for the remainder of their programme on modes of assessment in modules they have chosen to study. This review will occur in the Autumn Term of each academic year and will be undertaken by the Quality and Student Support team.

If the Head of Student Support believes the case for a changed mode of assessment has been substantiated, the Head of Student Support will write a report detailing how the student is potentially disadvantaged by the existing mode of assessment. This report will be sent to the Head of HE, the BA Programme Leader and the HE Administrator.

Operation of Procedures
BIMM BA students who believe they may be disadvantaged by an assessment mode within their programme should approach the Head of Student Support (BIMM) before the last day of week six of the Autumn Term.

On receiving a report from the Head of Quality & Student Support (BIMM), the Head of HE will:

- Contact the BA Programme Leader and Module Leader responsible for the module concerned (within 5 term time working days)
- Those contacted are required to advise the Head of HE in writing whether the mode of assessment can be varied without undermining the learning outcomes of the course(s) in question; and if so, what that alternative mode should be. This should normally be done within ten term time working days of their receipt of the request. The Head of HE will co-ordinate and manage any resultant discussions.
- The Exam Board Chair and external examiners will approve the agreed alternative. The Head of Student Support (BIMM) will retain the official record of the approved alternative mode of assessment.
- If after due deliberation it is concluded that the mode of assessment cannot be varied (for example, because the approved mode is the only means of securing the required learning outcomes) the reasons for the decision must be clearly documented. The Head of Student Support (BIMM) and the HE Administrator (as appropriate) will retain the official record of the discussion and forward a copy to Exam Board Chair and the Head of HE.

If the student remains concerned that the additional support will not obviate a perceived disadvantage or about the decision to retain the original assessment mode, they can appeal against the decision following the normal appeal procedures detailed in the BA programme handbook.

University of Sussex Due Diligence – January 2012

Sections 5 – 8:

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Sections 5-8 – Note to Panel

These sections have not significantly changed since Institutional Recognition in 2009, other than the points detailed below. However, we are currently reviewing our QA processes and all policies and procedures for a Review of Educational Oversight visit by QAA to BIMM Brighton in April. Full documentation needs to be with QAA by 6th February – consequently we will supply a listing of amendments to Sections 5-8 policies and procedures to the due diligence panel, along with revised documentation, prior to the due diligence review meeting and hopefully in time for the panel's internal briefing meeting on 19th January.

5. Ethos and environment for teaching and learning appropriate to Higher Education – Update

This section has not been significantly amended however BIMM is in the process of reviewing our Teaching and Learning strategy and is establishing a Teaching and Learning Development Group which will be chaired by Neil Thew – BIMM Head of Teaching and Learning. Terms of reference for this group will be agreed in January and will be available for the Due Diligence Review meeting on 19th January.

BIMM is also in the process of establishing an academic research network – BIMM BARN. BIMM Brighton, BIMM Bristol and TMS have a range of staff, students and alumni interested in and engaging in postgraduate research. The BIMM Academic Research Network (BARN) will be an informal network open to those undertaking postgraduate research at BIMM. It will include full time staff, sessional teachers, PGCert HE students and alumni who are now postgraduate students at University of Sussex or elsewhere. BA Y3 students currently applying for postgraduate courses will also be invited. The group will meet termly and offer an opportunity for people to present their research either as completed papers or as work-in-progress for discussion.

6. Appropriate resources to support Higher Education Programmes – Update

- **Staffing**

  There have been very few changes in terms of overall staff student ratios at BIMM Brighton and Bristol and staff contracts and induction and appraisal procedures remain the same. There have however been some changes in key personnel at both sites and UoS has been kept up-to-date in respect of these changes as they have come about. Current staffing is detailed in section 2 of this document.

- **BIMM IT and Library Resources**

  BIMM is in the process of investing in a range of new electronic resources for staff and students. This included the purchase of a Virtual Library resource (EBSCO) which has been implemented for BIMM Brighton BA and Foundation Degree students and will for next academic year be made available to all students.

Technology in the classroom is also being developed and BIMM has invested in two interactive whiteboards which will be piloted in the spring term 2012 with a view to further roll out in the next academic year.

As previously mentioned a new MIS and Data management system has been purchased through Capita and BIMM is supporting the successful implementation of this by the appointment of a full time MIS Manager

Feedback from students through Boards of Studies meetings has on several occasions brought forward requests for students to be able to access rehearsal space at BIMM – as well as subsidised rehearsal space which has been set up at local professional studios. BIMM has reviewed our policy of no rehearsal on site and now timetable bookable slots throughout the week which are proving very popular with students.

The new BIMM website will host an area for current students which will provide information on work-based learning opportunities, students' gigs and networking events.

7. Quality assurance and enhancement processes – update

QAA Code of Practice

As described in Section 4 BIMM is currently in process of reviewing all policies and procedures in respect of the QAA Code of Practice and revised mapping documents are being prepared in readiness for the forthcoming QAA Review.

8. Regulatory Framework

BIMM Health and Safety Policy has been recently revised and the latest version is attached at Appendix 5.

Institution reports

Related links

BIMM Brighton and Bristol

Title:

Review for Educational Oversight: BIMM, April 2012

Institution:

BIMM, Brighton and Bristol

Attachments:

Review for Educational Oversight: BIMM Brighton and Bristol, April 2012

Date of review	Publication date	Type of review	Judgements about quality and standards	Reference
Apr-2012	12 Jul 2012	Review for Educational Oversight	Confidence in how the provider manages its stated responsibilities for the standards of the awards it offers - What does this mean? Confidence in how the provider manages its stated responsibilities for the quality and enhancement of the learning opportunities it offers on behalf of its awarding bodies - What does this mean? Reliance can be placed on the accuracy and completeness of the information that the provider is responsible for publishing about itself and the programmes it delivers. - What does this mean?	ISBN 978 1 84979 603 3

Features of good practice	Recommendations for action
The team has identified the following good practice: the strong interactive relationship the College has developed with its awarding bodies the development of audio feedback on assessment the industry focus in programme design and assessment practice reflects career opportunities in the music industry the College's support for staff to undertake the Postgraduate Certificate in Further and Higher Music Education has encouraged the development of action-based research.	The team considers that it is advisable for the provider to: ensure that the Higher Education Forum maintains effective oversight of all higher education provision develop an overarching annual monitoring process and a report and action plan develop a formalised strategy to ensure consistency of approach to teaching and learning in higher education across both centres. The team considers that it would be desirable for the provider to: provide more developmental feedback on students' assessed work improve the quality of developmental feedback in teaching observation reports further develop formal processes for the monitoring and evaluation of staff development and scholarly activity review and, where appropriate, amend all existing College policies to provide clear and accurate information and guidance for managing higher education provision introduce a clear policy and procedures for the

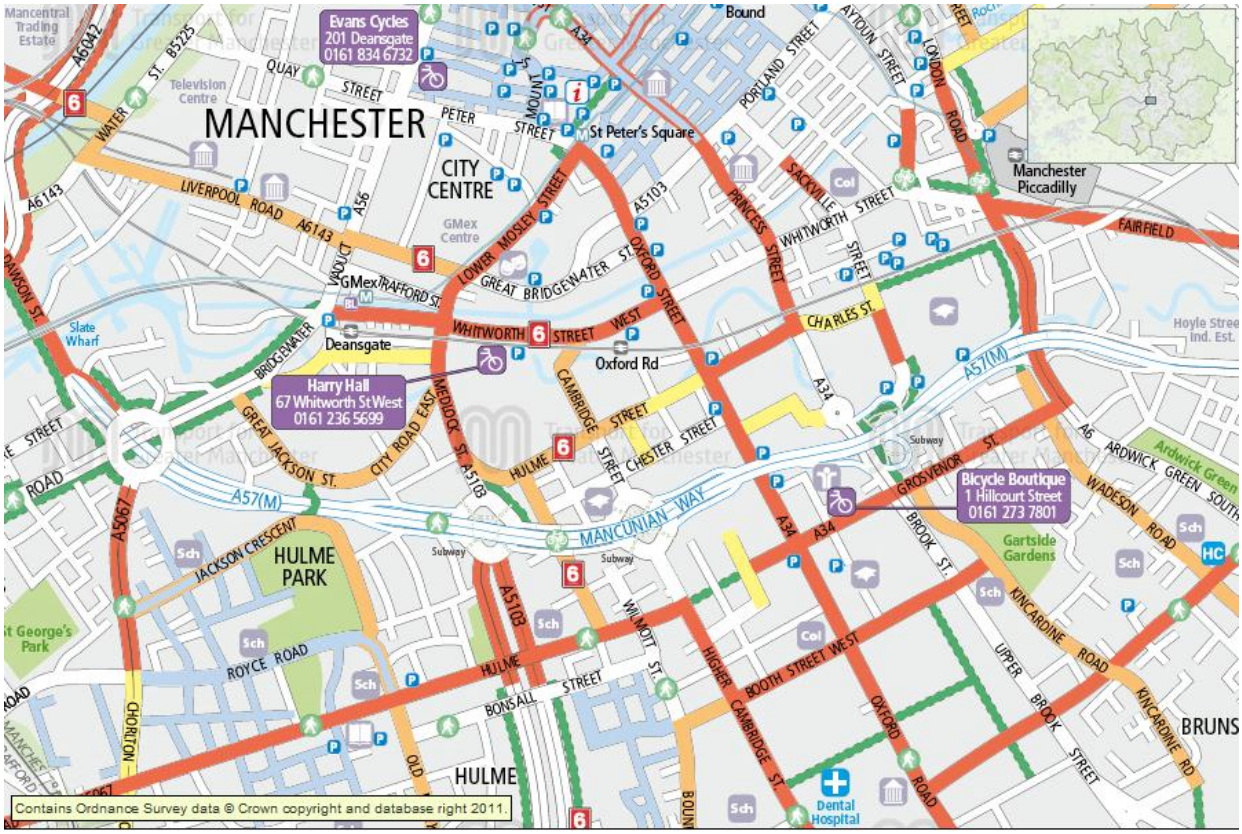
	development and monitoring of the use of social media by students and staff.

Appendix 4 – Validation Requirements

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Appendix 5 – Cycling Spaces

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Evans Cycles
201 Deansgate
0161 834 6732
MANCHESTER
CITY CENTRE
St Peter's Square
Manchester Piccadilly
Deansgate
Oxford Rd
Harry Hall
67 Whitworth St West
0161 236 5699
Bicycle Boutique
1 Hillcourt Street
0161 273 7801
HULME PARK
HULME
Gartside Gardens
Dental Hospital
A57(M)
MANCUNIAN WAY
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Jones Lang LaSalle

Real value in a changing world

Name Surname
Job Title
Address line 0
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Address line 03
+ ## (#)## #### ####
name.surname@eu.jll.com

Name Surname
Job Title
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Address line 02
Address line 03
+ ## (#)## #### ####
name.surname@eu.jll.com

Name Surname
Job Title
Address line 0
Address line 02
Address line 03
+ ## (#)## #### ####
name.surname@eu.jll.com

Name Surname
Job Title
Address line 0
Address line 02
Address line 03
+ ## (#)## #### ####
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