



Admissions and Audition Policy

A clear and inclusive guide to applying, auditioning, and securing a place at the ICMT.

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1. Purpose and Scope

This policy explains how the International College of Musical Theatre (the ICMT) manages admissions and auditions for all its programmes. It sets out the principles, processes, and rights that apply to all applicants and the responsibilities of all staff and external panel members involved in admissions decisions.

It is designed to help you understand:

- How to apply and what we are looking for in applicants.
- How auditions work and how we assess your performance.
- How we make decisions and communicate outcomes.
- Your rights if you need adjustments, want to appeal, or make a complaint.

Who it applies to

All applicants to the ICMT, including:

- UK, EU, and international applicants.
- Applicants under 18 and mature applicants.
- Applicants for accredited higher education programmes (such as a BA (Hons)) and non-accredited training courses.
- All ICMT staff and external panel members involved in admissions and audition decisions.

Your rights as an applicant:

As an applicant to the ICMT, you have the right to:

- Be treated fairly, respectfully, and without discrimination.
- Request reasonable adjustments to support your application and audition
- Receive timely communication about the progress of your application
- Access clear, accurate, and up-to-date information before making a decision
- Appeal procedural errors in the admissions process

Essential information before you apply

Before submitting your application, you should review the full course information for your chosen programme, including modules, assessment methods, tuition fees, and any additional costs, which is available on the ICMT website at www.theicmt.com. This information forms part of the terms on which offers are made.

Why we have this policy

- To ensure the ICMT's admissions process is fair, transparent, inclusive, and consistent.
- To meet our legal and regulatory obligations, including:
- To support the ICMT's Access and Participation Statement by promoting fair access for applicants from underrepresented groups, including care-experienced students, disabled applicants, and those from low-participation neighbourhoods, through measures such as outreach events, contextual admissions, and application support.

2. Key Definitions

This section explains important terms used in the Admissions and Audition Policy to ensure clarity and consistency. The definitions are written in plain English so all applicants, including those new to higher education, can understand them.

Term	Definition
Accredited course	A programme of study that leads to a formally recognised higher education qualification, such as the BA (Hons) Musical Theatre Performance. Accredited courses may be eligible for UK government student finance, subject to individual circumstances.
Non-accredited course	A training programme that does not lead to a formally recognised qualification but provides valuable professional development, skills training, or performance experience. Non-accredited courses are not eligible for UK government student finance; applicants should check alternative funding options before applying.
Reasonable adjustments	Changes or additional support made to remove or reduce barriers for applicants with disabilities or long-term health conditions, so they are not placed at a disadvantage during the admissions or audition process. This may include changes to audition formats, provision of assistive technology, or alternative communication methods.
Widening participation	The ICMT's work to increase access to higher education for people from groups who are underrepresented in the performing arts, such as care-experienced applicants, disabled applicants, those from low-income backgrounds, or those from low-participation neighbourhoods. The ICMT's widening participation commitments and measures are set out in our Access and Participation Statement.
Pre-contract information	The essential facts about a course that the ICMT must provide before you accept an offer, including details of modules, assessment methods, tuition fees, additional costs, and likely timetables. This information is published on the ICMT website and must be reviewed before accepting an offer.
Procedural appeal	A request for the ICMT to review an admissions decision because the published admissions procedure was not followed correctly. Appeals cannot be made against the academic or artistic judgement of an audition panel.

Safeguarding	The ICMT's responsibility to protect the health, safety, and wellbeing of all applicants, particularly those under 18 or considered vulnerable adults, during all stages of the admissions and audition process.
Contextual admissions	The practice of considering an applicant's achievements in light of their individual circumstances, for example, if an applicant attended a school with below-average exam results, the ICMT may consider this context alongside their audition performance and academic record.

3. Equality, Diversity, and Widening Participation

The ICMT values diversity, inclusion, and equality of opportunity as core principles. We are committed to ensuring that every applicant is treated fairly, with dignity and respect, and that our admissions process is accessible to all.

Our commitment

We do not tolerate discrimination, harassment, or victimisation based on age, disability, ethnicity, gender identity or expression, marital or civil partnership status, pregnancy or maternity, religion or belief, sex, sexual orientation, socio-economic background, or any other protected characteristic under the Equality Act 2010.

All admissions decisions are made on the basis of merit, potential, and suitability for the chosen programme, using transparent and published criteria.

We embed inclusive practices in all stages of admissions and auditions to remove or reduce barriers for underrepresented groups.

Widening participation

The ICMT actively seeks to encourage applications from individuals who are underrepresented in higher education and the performing arts, including:

- Care-experienced applicants.
- Disabled applicants.
- Applicants from low-income backgrounds or low-participation neighbourhoods.
- Applicants from diverse ethnic and cultural backgrounds.
- Mature applicants returning to study.

We support widening participation through measures such as:

- Free or low-cost pre-audition workshops and open days.
- Online audition options for those unable to travel.
- Clear information on funding and financial support.

- Contextual admissions, where relevant, to recognise talent and potential alongside formal qualifications.

The ICMT monitors applications and admissions data annually to measure progress towards our access and participation commitments, and we report outcomes through our Access and Participation Statement.

Accessibility and reasonable adjustments

We are committed to providing reasonable adjustments for applicants with disabilities or long-term health conditions to ensure equal access to all stages of the admissions process. Applicants are encouraged to inform us of any access requirements as early as possible, ideally at the point of application, so that appropriate arrangements can be made. Requests for reasonable adjustments should be sent to the Student Services Manager at admissions@theicmt.com. The ICMT will acknowledge all requests within five working days and confirm arrangements no later than ten working days before the audition.

Safeguarding and respect

All auditions and interviews involving applicants under 18 or vulnerable adults will be conducted in line with the ICMT's Safeguarding and Prevent Policies, ensuring the safety and wellbeing of all participants.

4. How to Apply

This section explains the different ways to apply to the ICMT, the timelines you should be aware of, and what to expect at each stage.

Application routes

Higher Education programmes (e.g., BA (Hons) Musical Theatre and Dance): Applications must be submitted through UCAS.

Non-accredited and short courses: Applications should be submitted directly through the ICMT website.

If you are unsure which route applies to you, please get in touch with the Student Services Manager at admissions@theicmt.com before submitting your application.

Application timelines

- Application deadlines for UCAS courses follow the national UCAS timetable. Late applications may be considered if places are still available.
- Direct applications for non-accredited courses are considered on a rolling basis until all places are filled; applications typically close no later than 31 July.

We recommend applying as early as possible to allow time for audition arrangements and, if needed, reasonable adjustments.

Entry requirements (academic and experience)

Applicants must meet the published entry requirements for their chosen course, as set out on the ICMT website. Requirements may include:

- Academic qualifications (e.g., GCSEs, A levels, BTEC, or international equivalents).
- Relevant performing arts training or experience where formal qualifications are not available.

We welcome applications from mature applicants and those with non-traditional qualifications.

Applications from non-traditional backgrounds may be considered using contextual admissions to support our Access and Participation commitments.

English language requirements

If English is not your first language and you have not studied in English at Level 3 or above in the UK, you must demonstrate competence in English through an approved qualification, such as:

- IELTS (minimum overall score of 6.0 with no component below 5.5).

If you are unsure whether your qualification meets the requirement, contact the Student Services Manager at admissions@theicmt.com for advice.

Accessibility and reasonable adjustments

If you require reasonable adjustments for any stage of the application or audition process, please follow the process set out in Section 3.

Safeguarding for applicants under 18 or vulnerable adults

Applicants who will be under 18 at the start of their course, or who are considered vulnerable adults, will be assessed and interviewed in line with the ICMT's Safeguarding and Prevent Policies. Parents or guardians may be invited to attend certain stages of the audition or interview process, where appropriate.

Pre-contract information

Before you apply, you should review the full details of your chosen course, including modules, assessment methods, tuition fees, and any additional costs, available on the ICMT website. You will also receive this information in writing via email before you are asked to accept any offer. This information forms part of the terms on which any offer is made.

5. Auditions

This section explains what to expect from the audition process at the ICMT, how we assess applicants, and how to prepare.

What to prepare

Full audition requirements for each course are published on the ICMT website, [Audition Information >](#), and will be sent to you in writing via email at least 14 calendar days before your audition date. These will include details of performance pieces, technical exercises, and any additional materials you must bring or submit.

- Requirements vary by course and may include prepared songs, monologues, and dance sequences.
- Your audition will also consist of an interview.

If you have any questions about your audition, please get in touch with the Student Services Manager at admissions@theicmt.com.

Audition formats

We offer different audition options to ensure accessibility:

- In-person auditions at the ICMT's studios.
- Video auditions for applicants who cannot attend in person, including international applicants and those with accessibility needs.

If you need adjustments to the audition process, you should notify us as early as possible, following the process in Section 3. Our audition options and adjustments form part of the ICMT's widening participation measures, as set out in our Access and Participation Statement.

How we assess you (selection criteria and scoring)

A panel of experienced industry professionals and ICMT faculty members assesses auditions. We use a transparent scoring system with descriptors for each performance discipline:

- **Dance:** potential, technique, flexibility, stamina, control, style, musicality, focus, interpretation, and characterisation.
- **Singing:** vocal quality, technique, musicality, dynamics, projection, acting-through-song, interpretation, and focus.
- **Acting:** characterisation, use of text, emotional truth, physicality, and ability to respond to direction.

Applicants are graded on a scale from 1 to 5:

1 = Huge potential (many good features, some outstanding)

2 = Well suited to training (good features, no significant shortcomings)

3 = Satisfactory but trainable (some good features, some shortcomings)

4 = Not ready for training (many shortcomings)

5 = No potential for training (shortcomings in important areas)

Your final assessment is based on your audition performance, your potential for professional training, and your alignment with the course's demands.

Interview stage

You will also have a short interview as part of the audition. This is your opportunity to:

- Discuss your training goals and professional ambitions.
- Demonstrate your understanding of the commitment required.
- Ask any questions about the course or the ICMT.

Feedback

All applicants will receive written feedback within 10 working days of their audition outcome. Feedback will highlight strengths and areas for development to support future applications or training.

Audition fees

Our current audition fee is £25.00.

Fairness and transparency

- All applicants are assessed against the same published criteria.
- Feedback is recorded by each panel member and stored securely.
- We do not discriminate on the basis of any protected characteristic under the Equality Act 2010.
- Panel decisions are based solely on your performance, potential, and suitability for the course.

Safeguarding during auditions

If you are under 18 or considered a vulnerable adult, auditions will be conducted in line with the ICMT's Safeguarding and Prevent Policies, ensuring your safety and wellbeing at all times.

6. Offers and Outcomes

Once the audition and assessment process is complete, you will be notified in writing of the outcome. All communication is provided in a durable format (normally by email), so you have a clear record of the decision and any conditions attached to it.

Types of offer

- **Unconditional offer:** You have met all entry requirements and your place is confirmed.
- **Conditional offer:** Your place is confirmed once you meet specific requirements (for example, completing an academic qualification or providing evidence of English language proficiency).
- **Unsuccessful application:** You have not been offered a place. You will still receive written feedback to support your future development.

Feedback

- Every applicant will receive feedback within 10 working days of their outcome.
- Feedback highlights strengths and areas for development.
- If you have questions about your feedback, you can contact the Student Services Manager at admissions@theicmt.com.

Accepting your offer

- Offers are time-limited and will include a deadline by which you must confirm your acceptance. If you do not accept by the deadline, the offer will lapse.
- Before accepting, you should carefully review the full pre-contract information provided about your course. This includes details of modules, assessment methods, tuition fees, additional costs, likely timetables, and the award title.
- Accepting an offer means you are entering into a contract with the International College of Musical Theatre (the ICMT).
- If you accept an offer online or by email, you also have a 14-day cooling-off period under consumer law. During this time, you may change your mind and cancel your acceptance without penalty.

Rights of appeal and complaints

- You can appeal if you believe that we did not follow our published admissions rules correctly. Appeals cannot be made against the professional or artistic judgement of the audition panel.
- If you wish to make a complaint about another aspect of the process, you may do so under the ICMT's Complaints Policy.
- Information on how to appeal or complain will be included with your outcome letter.

- All appeals and complaints are logged, monitored, and reviewed by the Senior Management Team to ensure fairness and transparency.

Re-applying

If you are not successful, you are welcome to apply again in future audition cycles. We recommend considering the feedback provided before reapplying.

Fairness and monitoring

All outcomes and appeals are monitored to ensure that applicants are treated fairly across all groups, consistent with the ICMT's commitments to Equality, Diversity, and Widening Participation.

7. Course Changes or Cancellations

The ICMT aims to deliver all courses exactly as advertised. However, on rare occasions, it may be necessary to make changes or withdraw a course. This section explains how we handle such situations, your rights, and the protections in place.

Minor changes

- We may make minor adjustments to modules, teaching staff, timetables, or facilities to improve the quality of your training or respond to feedback.
- These changes will not alter the overall nature, award, or level of the course.
- You will be informed of such changes as soon as possible, and the updated information will be clearly published on the ICMT website.

Material changes

A material change is a significant change that could affect your decision to study with us, such as:

- Course duration, award title, or mode of delivery (for example, in-person or online).
- Core modules or the balance of assessment.
- Tuition fees or additional costs.
- Professional placement or performance opportunities advertised as part of the course.

If a material change is necessary between application and enrolment, you will be informed promptly in writing, before you enrol. If you have already received an offer, you will also be issued an updated offer letter.

You will then have the option to:

- Accept the change.

- Withdraw your application or acceptance without penalty. In this case, any fees you have paid in advance will be refunded in full.

Course cancellation

- If we have to withdraw a course or a specific intake, you will be informed in writing at the earliest opportunity.
- You will be offered the chance to transfer your application to an alternative ICMT course (if available and suitable).
- If you choose not to accept an alternative, you may cancel your application or acceptance without penalty, and any fees paid in advance will be refunded in full.

International applicants

If a course change or cancellation could affect your visa status or funding eligibility, we will provide advice and support to help you understand your options.

Regulatory compliance and monitoring

- All course changes and cancellations are handled in line with the Competition and Markets Authority (CMA) guidance for higher education and the Office for Students (OfS) regulatory framework.
- All proposed material changes are reviewed by the Senior Management Team, including an equality impact assessment, to ensure fairness across applicant groups in line with our Access and Participation commitments.

Support and advice

If your course is affected by a material change or cancellation, the Student Services Manager will be available to discuss your options and provide impartial advice.

You can contact them at admissions@theicmt.com.

8. Document Verification and Fraudulent Applications

The ICMT requires accurate and complete information from all applicants to ensure fairness and integrity in the admissions process. This section explains how we verify documents, your responsibilities, and the consequences of providing false or misleading information.

Document verification

- You must provide original academic certificates, transcripts, identification documents, and any other evidence requested during the application or enrolment process.

- Where qualifications are verified directly through UCAS or awarding bodies, you may not be required to resubmit documents. We will confirm what is needed in writing.
- All requested documents must be provided within 14 days of our request, or by the deadline stated in your offer letter. If deadlines are missed without explanation, your offer may be withdrawn.

If there are issues with your documents, we will inform you promptly and explain what further evidence is needed.

Accuracy of information

- By applying, you confirm that all details provided are true, complete, and accurate to the best of your knowledge.
- You must declare all relevant qualifications, whether completed or not.
- If you realise you have made a mistake in your application, you should inform the Student Services Manager immediately at admissions@theicmt.com.

Fraudulent applications

Submitting false, plagiarised, or misleading information, including the omission of qualifications, altered certificates, or misrepresentation of identity, is considered fraud.

The ICMT reserves the right to:

- Cancel or withdraw an application.
- Withdraw any offer that has been made.
- Withdraw your place at the ICMT if fraud is discovered before you enrol.
- Revoke an award if fraud is discovered after completion and notify the appropriate awarding and regulatory bodies.

If fraud is discovered after you have enrolled, your place is governed by your Student Agreement rather than by this policy. The Student Agreement sets out the grounds on which we may end it, who decides, and how you can challenge that decision.

If you believe your documents have been wrongly judged invalid before you enrol, you may appeal under the appeals process in Section 10. Once you have enrolled, the Student Agreement and the Student Complaints Procedure apply instead.

Regulatory compliance and monitoring

The ICMT acts in accordance with UCAS procedures, the Office for Students (OfS) requirements, and the Competition and Markets Authority (CMA) guidance to ensure that admissions are fair, transparent, and free from fraud.

The Senior Management Team reviews document verification processes annually to ensure they remain consistent, fair, and accessible.

All cases of suspected fraud are recorded and may be reported to relevant external agencies.

Support and advice

- If you are unsure about what documents to provide, or if you have difficulties obtaining them, contact the Student Services Manager as early as possible at admissions@theicmt.com.
- We recognise that some applicants may face barriers in obtaining documents. We will work with you to find fair alternatives where possible, while maintaining academic standards.
- Verified documents are stored securely in line with our Data Protection Policy and retained only as long as necessary.

9. Data Protection and Applicant Privacy

We collect and use personal information about applicants to manage the admissions and audition process. We are committed to protecting your privacy and ensuring that your data is handled securely, lawfully, and transparently.

How your data is used

- We process your personal data because it is necessary to consider your application and, if successful, to form a contract with you.
- Some processing is required by law, for example, for visa checks, safeguarding, or funding.
- We only rely on your consent for optional uses, such as sending marketing communications, which you can withdraw at any time.

We use your data to:

- Process your application and manage auditions.
- Communicate with you about your application, offers, and outcomes.
- Verify qualifications and assess eligibility for financial support or contextual admissions.
- Meet our safeguarding and regulatory responsibilities.
- Use anonymised data to monitor fairness and support our Access and Participation commitments.

Sharing your data

Your information may be shared with:

- Staff and external panel members directly involved in admissions.
- UCAS and awarding bodies for verification.

- Regulators such as the Office for Students (OfS), Student Loans Company (SLC), or UK Visas and Immigration (UKVI), where legally required.

We only share the minimum information required for each purpose. We will never sell your personal data to third parties.

Data security and storage

- All personal data is stored securely in line with the ICMT's Data Protection Policy and the UK General Data Protection Regulation (GDPR).
- Application records are normally retained for up to one year after the end of the admissions cycle, unless required longer for regulatory or legal purposes.
- After this period, records are securely deleted or destroyed.

Your rights

As an applicant, you have the right to:

- Access a copy of the personal data we hold about you.
- Request correction of inaccurate information.
- Request deletion of your data where it is no longer required.
- Object to processing in certain circumstances.
- Complain to the Information Commissioner's Office (ICO) if you believe your data has been mishandled.

Exercising your rights

You can exercise your rights by contacting the ICMT's Data Protection Officer at admissions@theicmt.com.

Full details of the process are set out in the ICMT's Data Protection Policy, published on our website.

10. Complaints and Appeals

We are committed to ensuring that the admissions and audition process is fair, transparent, and accessible to all applicants. If you are dissatisfied with how your application has been handled or if you believe that a mistake has been made, this section explains how you can raise concerns.

Complaints

A complaint is when you are unhappy with how the admissions process was carried out, for example, delays, unclear communication, or concerns about fairness.

Complaints must be submitted in writing to the Student Services Manager at admissions@theicmt.com.

- We will confirm we have received your complaint within 5 working days and provide a full response within 20 working days.
- If we cannot meet these timescales, we will explain the reasons and tell you when to expect a response. You may take the issue further by raising it with the Senior Management Team.

If you are not satisfied with the outcome, you may pursue the issue further under the ICMT's Complaints Policy, which is available on our website.

Appeals

An appeal is a request for the ICMT to review an admissions decision because you believe that the admissions procedure was not followed correctly.

- Appeals cannot be made against the professional or artistic judgement of the audition panel.
- Appeals must be submitted in writing to the Student Services Manager at admissions@theicmt.com within 10 working days of receiving your outcome.
- We will confirm we have received your appeal within 5 working days and provide a final decision within 20 working days.

Appeals are reviewed confidentially by a senior member of staff who was not involved in the original decision.

Fairness and monitoring

Raising a complaint or appeal will not affect the outcome of your current or future applications.

- All complaints and appeals are handled confidentially and reviewed by staff not involved in the original decision.
- All complaints and appeals are logged, monitored, and reviewed by the Senior Management Team to ensure consistency, transparency, and fairness.
- Anonymised summaries of complaints and appeals are reported annually to the Senior Management Team to identify patterns and improve processes.

We monitor outcomes by applicant group to support our Equality, Diversity, and Widening Participation commitments and in line with the Office for Students (OfS) requirements on fairness and transparency in admissions.