

# THE DJW SCHOOL OF ACTING

COURSE CONTENT | CHECK POINTS AND GLH



The DJW School of Acting is a four year part-time, weekend actor training programme which offers a variety of studio workshops for those participating in our DJW in-house acting diploma Level One, Level Two and Level Three.

Please also read our DJW brochure for more information or visit the website for further details:

[www.thedjwschool.com](http://www.thedjwschool.com)

Online private tuition, consultations and guest Q&A's are also available for anyone unable to attend weekly sessions or live too far away to commit to the courses. This is now available for anyone with access to internet, emails and Zoom, worldwide. (The DJW in-house acting diploma can only be achieved via studio training)

Daniel-John Williams, the founder and director of DJW, has created a unique actor training programme which supports students at the early stages of their journey into acting with an aim to help them develop professionally whilst inspiring them with tips and techniques acquired over thirty years in the business.

DJW are passionate about working with raw, undiscovered talent and offer all students the support and advice they need about the ever changing entertainment industry and it is a safe place to explore and discover your strengths and nurture your talent whilst carving out a possible career plan.

The team at DJW Talent are passionate about the professional development of actors and guiding those who are serious about a career in the business to give them the essential tools needed, but also welcome those who are seeking to attend classes for hobbyist purposes.

Our standards are high, however our expectations are simple:

Follow the rules. Try your best. Hit the brief. Practice good etiquette. Be respectful. You can find more information about etiquette and values in our 'Keeping Things Right' document.

The DJW team also believe in encouraging our students to build strong foundations with a professional approach from day one as this is what will give them opportunity and career longevity. The DJW in-house style and approach allows students to explore, experience, emerge and establish themselves whilst building confidence, learning new skills and making new friends. Professional development and locating opportunities whilst encouraging students to break down barriers is what we do best.

DJW are responsible for securing roles in TV dramas & comedies, feature films, commercials, theatre tours and award winning short films. We have a fantastic working relationship with casting directors, producers, directors, writers and other working professionals in theatre, television and film.

DJW is not just an actors training programme. We are an actors talent agency and an actors service provider which shoots headshots, self tapes and professional monologues and create bespoke showreels.

DJW recognise and acknowledge that drama based activities are transferable skills and it is without reservation that the school includes workshops which enhances our students

confidence and creative thinking. The aim of The DJW School of Acting is to allow each individual the chance to soundboard their thoughts and feelings and express those ideas through a safe and supportive platform. DJW encourage all ages to work as part of a creative ensemble and also to develop as a professional solo artist.

## **WHY CHOOSE DJW ACTOR TRAINING**

DJW founder and director; Daniel-John Williams is the course content creator and developer of all the training undertaken at each DJW school and he uses experiences obtained during his time training and working as a professional or with professionals as an actor, producer, director, agent and casting director and has carefully selected workshops to challenge students to think outside the box, inside the box and in some cases with no box at all.

Daniel-John Williams has been involved in the industry since 1992 and has a wealth of experience and knowledge in theatre, television & film and he has creatively contributed to countless projects in various capacities and roles.

Daniel-John Williams continues to work in theatre, television and film as an actor, producer, casting director and agent. He brings his knowledge and experiences back to DJW students to be able to share the tricks and treasures of the industry, so they too can be part of this exciting entertainment business.

In 2021 Daniel was asked by BBC's Strictly Come Dancing to offer a personal, private acting masterclass to Sara Davies and she sailed through to the next round with rave reviews from the judges saying 'The acting worked wonders' -

The DJW School of Acting (DJW Talent) has received QA International recognition at GOLD level since 2015-2022 and is registered with QAI for the excellent services that we provide.

## **SEEDLING COURSES | IN-HOUSE DIPLOMA APPROACH**

DJW actor training consists of multiple sets of modules, strategically designed to enhance the actors knowledge, confidence and experiences. These modules are put into four sections, which upon completion awards the student our DJW actor training in-house diploma. DJW in-house diplomas are awarded to all students that complete the course. Students are able to engage in **part certification** or **complete certification** with us and the courses can be done in any order. Part 1, Part 2, Part 3 and Part 4 in Levels 1, 2 and 3.

## **SEEDLING COURSES EXPLAINED**

The word seedling is used to illustrate the journey and growth of each actor throughout each module. They will start by planting their feet firmly into the course and whilst they **explore** themselves and others, they will be set challenges and scenarios which allows them to **experience** the industry and the world of acting so they can **emerge** from seedlings to grow and evolve to **establish** themselves as strong contenders in the world of casting in theatre, television and film.

Level 1 & 2 are aimed at ages 12-15 whilst Level 3 is aimed at ages 16+ (with no upper age limit)

Students will enrol onto a one year membership plan which will cover modules designed for each part certification.

Students are under no obligation to complete the entire diploma and you should not consider DJW as a substitute to higher education as we are not connected to a governing body with accreditation. You can complete the course in any order, but when a student signs up as a Member for the year, they acknowledge and agree that they are committed to completing the school year and all fees must be settled via the payment plan you selected when registering. It is possible to join DJW for one to four years and students will be awarded part certification for each year passed with a full certification awarded when all four years are complete.

The modules are carefully designed to offer students a unique approach to acting whilst developing confidence in performance and character building which will better equip them for the industry. Once a four year course has been completed, it doesn't have to end there. DJW realises that keeping up skills is paramount to staying focussed and creative. Like any athlete, training never ends.

### **What does a year look like with DJW?**

Recently we named our programmes, so they could be easily identifiable.

Year of the Lion (176 hours) - Part certification awarded if 75% of the course completed

Year of the Eagle (176 hours) Part certification awarded if 75% of the course completed

Year of the Ox (176 hours) Part certification awarded if 75% of the course completed

Year of the Man (176 hours) Part certification awarded if 75% of the course completed

**704 Guided Learning Hours in total. (DJW IN-HOUSE ACTING DIPLOMA COMPLETE)**

Each year the student will experience a different frame of reference and over the course of four years, each student will have changed, grown and developed giving them new ideas and perspectives both creatively and personally, thus making way for any repeated modules to have more evolved outcomes and not become boring or feeling of being repetitive.

Once 704 guided learning hours have been achieved over the four year diploma programme and 75% or above attendance has been achieved, it doesn't have to stop there, students can continue training with DJW for the community element, keeping up skills and participate in any end of year projects whilst focussing on professional development, exercising their creativity and continuing to build confidence and meet up with friends.

DJW Workshops may cover improvisation, presentations, devising, scripted work, mime, movement, ensemble and solo work, breaking down scripts, character development, confidence building, industry knowledge, stage craft, voice and accents, professional development, understanding human behaviours, imaginative spaces and everything else you need for your actors toolkit.

DJW also encourage actors to engage in headshot, self tape and professional monologue shoots and showreel days. (*Additional fees will apply*) to help build portfolios when applying for work.

### **THE DJW IN-HOUSE BAMBOO ACTING DIPLOMA**

Each year students can complete part certification which will contribute towards the final DJW in-house diploma (*which takes four years to complete*) In order to be awarded a DJW in-house diploma, students will be required to engage in and complete all four parts. If a student attends for just one year, they will be awarded part certification. If a student decides to attend for a second year they will receive the second part certification until they reach the end of the four years, which is when students will be awarded a DJW in-house diploma complete certification. If a DJW diploma has been completed, you can continue your training with us to focus on furthering your professional development, exercising your creativity or for hobbyist and confidence building purposes.

Students are under no obligation to work towards a diploma in any of the part certifications or complete certifications, so long as the student not taking part is not disruptive to the other students who are studying for certification. We encourage everyone to work towards part and complete certifications, however; we appreciate everyone has a unique set of circumstances which we value and respect.

Every week DJW students will engage in four hours contact time in the studio with a qualified tutor that will offer a platform for everyone to explore, experience, emerge and establish themselves, which will better prepare them for the industry. Four hours is the minimum amount a student is required to complete.

Upon joining the school in September, students will be asked to join as a Member for that year and the course will run from September-July of which all fees must be paid.

The deadline for enrolment and registration is in July - August every year. Any late arrivers will not be eligible to enrol past December and only if spaces are available. Please note that membership and fees will need to be settled before a student can participate in workshops. If you are joining late in October, November or December, you may be required to settle any class fees missed and membership payments from September of that entry point.

## **POINTS OF ENTRY**

Anyone wishing to join the school in any of our locations should read the terms and conditions which can be located on the website or upon request. There will be no points of entry after December. All courses have an early entry point in July and August, for a September start. All courses end in July. You do not have to complete the course in any specific order, giving you the flexibility to join any year. You are also not obliged to take part in the diploma, which may result in your non permission to perform at an end of year project. DJW have important checkpoints throughout the year to assess students achievements, shortfalls, attendance, attitude to class and overall wellbeing and development.

## **CHECK POINTS**

Regular attendance is paramount, in order for the students to be awarded part or completed diploma certificates. DJW endeavour to audit the school quarterly and attendance is part of that audit. The DJW team members and students will be able to provide feedback at these quarterly checkpoints (*Please see more details below under GLH*) This will also give the students chance to raise any questions, queries, concerns, compliments, complaints or comments regarding the structure or workload of the diploma or to seek additional information to allow them a deeper insight into a subject matter.

Every DJW audit may also create an opportunity for students to receive comprehensive feedback from a tutor or head office and an opportunity to discuss career options, character development, areas of potential improvement and appraisals. Student attendance, etiquette, behaviour and contributions to the course will be monitored and feedback will be provided to ensure the student is on the right path to being awarded a diploma in part or in full.

Students are monitored on their commitment and determination to classes, efforts in rehearsals and any end of year performances along with level three written assignments being encouraged to help contribute towards certification. DJW team members and management may ask to see portfolios throughout the year or invite students to hold presentations.

If a student is falling behind in their studies, for example: if they can't keep up with course content or they are showing low attendance, unable to demonstrate a consistent professional attitude or are unable to clearly demonstrate or present a strong work ethic, support will be given and DJW will host reviews regularly and may invite a student to discuss options to support them in obtaining certification. Students who are constantly disruptive, may be asked to leave the school without warning or a refund.

## **GUIDED LEARNING HOURS (GLH)**

Students wishing to take part in the diploma certification in part or in full should endeavour to complete three to four hours training every week which is approximately 16 hours per month. Each student should have a target of reaching 176 guided learning hours in the 11 month

period to be awarded part certification. In order to complete the entire diploma, a student must strive towards 704 guided learning hours.

DJW appreciate students may become unwell, need additional holidays and breaks and we are flexible with our commitment to being reasonable, realistic and fair when authorising absences. However after our checkpoint reviews and audits, student attendance will need to be monitored to ensure the diploma attendance is above 75%.

In April and December DJW will have a two weeks holiday. These are included in the school timetable. DJW are not open in August.

Students are encouraged to participate in all rehearsals, fundraising events, performances and if a student is unable to attend this may also result in a student being unable to perform in a final end of year project.

## **BREAKDOWN OF GLH**

FOUR HOURS PER WEEK

SIXTEEN HOURS PER FOUR WEEKS

FORTY FOUR WEEKS PER YEAR (176 hours) **(Part Certification Awarded)**

FOUR YEARS IN TOTAL (704 hours) **(Completed Certification Awarded)**

We have given an example of how the years will look below:

YEAR of the lion) 44 weeks training  
YEAR of the eagle) 44 weeks training  
YEAR of the ox) 44 weeks training  
YEAR of the man) 44 weeks training

Students will be awarded one of the following:

**Explore** (A student has 75% or more, class attendance and offered an acceptable amount of attitude, commitment and effort towards the course to be awarded EXPLORE)

**Experience** (A student has 75% or more, class attendance and offered a good amount of attitude, commitment and effort towards the course and successfully contributed creatively with breakthrough moments becoming more evident during class, to be awarded EXPERIENCE)

**Emerge** (A student has 75% or more, class attendance and offered a very high stand in attitude, commitment and effort towards the course and contributed a unique creative approach to the course, demonstrating examples with efficiency and knowledge with regular breakthrough and standout moments to be awarded EMERGE)

**Establish** (A student has 75% or more, class attendance and offered an extremely high standard in attitude, commitment and effort towards the course and can successfully demonstrate that they have Established themselves within the course, with examples of work, including knowledge, leadership skills, standout performances and confidence in all aspects of the course to be awarded ESTABLISH)

## **WRITTEN ASSIGNMENT**

The written assignments may be required by level three students at the end of August each year to help maximise their chances of obtaining part of full certification. If DJW has identified a student as falling behind, a written assignment may help contribute to the passing of the year. Students must be able to clearly demonstrate key points of the course content and prove any research and findings on discussions and modules completed. The student should be able to reflect on the year and be able to put everything into a documented written assignment.

The instructions for the written assignment are to write about the experience of that year, focussing on the individuals struggles and challenges, obstacles the student has overcome along with passages describing technique and practices used in a 2,000 - 4,000 word assignment by the end of August. This will give students enough time to go over notes, share ideas with other students and complete the written assignment at the end of the year or after the end of year project has been completed in July. DJW are interested in personal development and growth with a particular focus on breakthrough moments during the course. Students should keep a tidy and completed portfolio along with regular record keeping throughout the course.

## **PORTFOLIOS**

Portfolios will be used throughout the year, for record and note keeping, collecting monologues, duologues, scenes and warm up exercises. The portfolio is an important part of the development of each student. DJW team members, tutors and management can ask students to complete research or homework for the next session and it is important for students to keep the portfolio updated, neat and tidy. The portfolio is also a place for students on all levels to write down any messages intended to inform parents or themselves, any additional changes due or important notices. Portfolios will be the driving manual for all students and will become a point of reference for those engaging in the diploma or those wishing to recap on content within the training. Students should use the portfolio as a point of reference. At some point in your training you may be asked to lead a student workshop, known as a student leadership. Please be prepared to host a two hour workshop.

## **CONTINUED SUPPORT | PASS AND FAIL**

DJW will monitor attendance, homework returns, portfolios and end of year assignments and performances (including rehearsals) to determine if a student is eligible for a diploma in part or in full. If a student is not able to meet the requirements of the diploma, they are still able to continue training and complete the course but may not be eligible for in part or full certification. Student attendance, etiquette, behaviour and contributions will be monitored throughout the year and feedback can be given if requested to ensure the student is on the right path to successfully completing the course with a part or in full certification. A student who is falling behind may not be eligible to perform at any possible end of year projects.

**NONE OF THE TIME:** Students will not be able to receive a DJW in-house diploma, in part or in full if they do not attend classes via the GLH (Guided Learning Hours) or are not able to demonstrate points from the list above.

**SOME OF THE TIME:** Students will be supported and guided through stages of the diploma which might help them manage their time better so they can be awarded a part or complete diploma certification. It is highly unlikely a student can pass the diploma in part or in full if their attendance is lower than 75% or their portfolios and assignments, attitude and efforts in class falls below standard (*students can still continue to programme with DJW but will not be awarded certifications and may not be invited to perform at the end of year projects*) A student will need to contribute more to the class and show a willingness to learn and show evidence of what they have taken from the workshops.

**MOST OF THE TIME:** You will be given an appraisal and guidance on how to maintain this level of input and be given advice on how to guarantee a part or complete diploma certification. Most of the time is when a student has attended classes approximately 75%.

**ALL OF THE TIME:** You are on the right track for a guaranteed part or complete diploma certification if you continue at this level of attendance and dedication to the course. Your attitude, record keeping and overall contribution is of an extremely high standard. You can clearly demonstrate and explain your findings and things you have understood.



## **COURSE CONTENT**

Each year the students will focus on core subject matters to better equip them moving forward. Basic and fundamental skills will always play a contributing and underlying presence within the courses with the continued injection of positive challenges and personal stretches which may take students out of their comfort zone in a controlled and supportive environment. Character development, self awareness and self discipline will be a constant focus. Self assessments and reflecting on your progress is encouraged with a particular push for student wellbeing. Meditation will be introduced and is to be used as a tool to centre the student and bring about a stillness and silence of which we can then proceed to bring life and colour to the studio.

Students will learn the art of storytelling through character development and drama based activities with an attention to truth and detail. The diploma will use a pick and mix of techniques which will be condensed into the allocated time we have in the studio. Students are encouraged to do additional research and offer presentations to their cohort which they believe may offer a deeper insight into a topic raised in class but may not have the liberty of time to conclude.

Character development, scene building, blocking, prop power, stage craft, improvisation and scripted work will be carefully laid out so the student can end up organically thinking about and working towards their professional development. The student will explore, experience, emerge and establish the best version of themselves, whilst highlighting possible areas of improvement. We are dedicated to giving the students a platform to speak and listen in equal measure and indulge in the DJW style and challenges.

Students will be asked to perform, almost every week and in some cases students will need to research, build portfolios, deliver presentations, focus on leadership skills and learn to work in pairs, teams and solo. Any student who is struggling will be provided with an extra helping hand when the time becomes available in class, but each student is requested to push themselves further and further out of their comfort zones until the uncomfortable becomes comfortable. It is highly likely that students will lead warm ups or cool downs as part of the course and will most definitely be asked to take work home with them for personal and self study.

DJW will need students to jump in at the deep end and apply themselves as much as they can to get as much out of the course as possible and this includes learning lines and rehearsing with scene partners outside of the studio. All students must have a notepad for note taking and messages for parents or reminders for next weeks session.

Students will be taught to respect one another's views and opinions, personal space and abilities. Everyone will be working from various understandings, backgrounds, expectations and speeds. It is the job of the DJW tutor or DJW team members to bring everyone closer together to work in harmony. The students job is to make sure they are prepared at all times. DJW have an inclusivity, equality and diversity policy which can be requested at any time.

DJW aim to create a safe space for students to express themselves, explore themselves and be themselves. By the end of a session everyone should be flowing with ideas and regardless of the module content for that session, students should have had a positive educational experience. All students will be approached professionally at all times. We ask that students conduct themselves in the same manner. Students will be informed at every possible opportunity what is expected from them and what is not acceptable. Students will also be given the opportunity at the end of every class to raise concerns, questions, queries, complaints, compliments or comments and we encourage students to use this time to provide feedback or ask for feedback.