

Eligibility Criteria & Guidance for NYT's Stepping Up

Stepping Up is a practical three-month part-time drama training programme, offering young people aged 19 – 25* who are not in Education Employment or Training (NEET) the opportunity to gain a Level 2 qualification. It is a **Level 2 Extended Certificate in Performing Arts** accredited through [OCN London](#) delivered in partnership with United Colleges Group (UCG).

To be eligible for Stepping Up, we assess applicants **Educational History & Previous Qualifications, Immigration Status & Citizenship**, and **Employment Status** including whether applicants receive benefits or family support.

As Stepping Up is free of charge and funded by the Greater London Authority (GLA), if you are successful and receive an offer, you will then be required to submit eligibility documentation as part of our enrolment process. The type of evidence requested will vary depending on your individual circumstances. This document outlines the evidence you may be asked to provide during enrolment.

Please note that this evidence is **not** required unless you are successful in gaining a place on Stepping Up. However, some of the evidence listed may be requested earlier in the process to confirm your eligibility before an offer is made.

Eligibility at a glance

- **Age:** 19–25 (or up to 30 if learning disabled).
- **Location:** You must currently live in **Greater London** (GLA postcode area).
- **Education:** You must **not** have achieved a **Level 2 qualification in Drama/Performing Arts** (or higher).
- **Apprenticeships:** You must **not** currently be on an **apprenticeship**.
- **Employment & income:** The programme is for people who are **unemployed** or on a **low income**; gross annual salary must be **at or below the London Living Wage threshold**.
- **Evidence:** If you receive an offer, you'll provide documents for address, education history (PLR), immigration status, and employment/income.

Current Address

As Stepping Up is funded by the Greater London Authority (GLA), you must currently live at an address within the Greater London area to be eligible for the course.

Please check the GLA postcode map to ensure your postcode falls within the eligibility area. [Postcode map for the Greater London Authority](#)

If you are offered a place on the course, you will be required to provide evidence of your home address. This may include:

- A recent **utility bill** (gas, electricity, water) dated within the last 3 months
- A **council tax bill** for the current year
- A **bank or building society statement** dated within the last 3 months
- An official **letter from your local authority**
- A **tenancy agreement or rental contract**
- A **letter from your housing association**
- A **benefits or Universal Credit letter** showing your address
- A **HMRC letter** (e.g., tax notice) dated within the last 12 months
- A **driving licence** showing your current address
- A **GP or NHS appointment letter** showing your address

If you live outside the Greater London area, you are not eligible for the course.

Education History and Previous Qualifications

The first stage of the eligibility check involves reviewing your educational history and previous qualifications. This is done by accessing your **Pupil Learning Record (PLR)**, which will be reviewed by our educational partners at **UCG**. We use your PLR to confirm whether you meet the eligibility requirements for Stepping Up.

To assess your Pupil Learning Record, we will need the following information:

- Full name
- Postcode
- Date of birth

Please let us know if your name or postcode has changed since your last educational experience as this will impact how we access your PLR.

You are **ELIGIBLE** for Stepping Up if:

- You have **NOT ACHIEVED** Level 2 qualification in DRAMA (acting, performing arts) or higher (degree)
- You are still eligible if you have achieved a level 2 qualification in any other subject (STEM, English, sociology etc). Please note that this is not essential, and you are still eligible if you have no previous qualifications.
- You are **NOT** currently on an **apprenticeship**

You are **NOT ELIGIBLE** for Stepping Up if:

- You have **ACHIEVED** Level 2 qualification in DRAMA (acting, performing arts) or higher (degree)
- You are currently on an **apprenticeship**

If you started a Level 2 qualification in DRAMA but left the course before completing or achieving the qualification, you may still be eligible.

If you have any questions about this process or about your Pupil Learning Record, please get in touch.

Immigration Status and Citizenship

Our aim is to remain inclusive and to support young people who are currently underrepresented within the creative arts. We actively encourage applications from the Global Majority, as well as refugees and asylum seekers who have the right to study in the UK. The second stage of the eligibility checks involves confirming your immigration status or citizenship.

UK Nationals (British Citizen)

If you are a UK National (British citizen), you are eligible for Stepping Up. You will be asked to provide a copy of your **passport** or **birth certificate**.

Non-UK National

For applicants who are Non-UK National, eligibility based on **immigration status** can change annually and is subject to current government guidance. Each application will be reviewed on a case-by-case basis.

If you are not a UK National, we will ask you to provide copies of the following:

- **Passport** or **birth certificate**
- A **share code** confirming your visa or immigration status (from the UK Home Office)
- Your **Biometric Residence Permit (BRP)** (front and back), if applicable
- Your **National Insurance number**

Please note: if your visa expires before the end of the course, we will require an updated copy during your period of study.

Unfortunately, we are **unable to accept Graduate visas** for this programme.

If you are unsure whether your immigration status allows you to take part, we encourage you to apply and contact us for guidance.

Employment & Financial Eligibility

The third stage will be our employment and financial eligibility checks. Stepping Up is targeted at individuals who are **unemployed** or on a **low income**. To be eligible for the course, your **gross annual salary must be at or below the London Living Wage threshold**.