Course Handbook
BA (Hons) Film Production
2019/20

Ian Crook
School of Journalism, Media and Performance

Contents

1. Welcome to the course

Colin Pons, Producer, SkillSet

"*If you want a grounding in independent film production then I recommend UCLan.*

No other institution covers the full production process like UCLan and at no other institution do students make a feature film. These guys are passionate and deliver 110%"

BA (Hons) Film Production offers scope to develop both personal creative expression and professional level skills in a supportive and inclusive environment. Recognised by industry professionals, the programme delivers "strong emphasis on practical and vocational development" (Diarmid Scrimshaw, Producer 'Tyrannosaur') and prepares "exceptionally professional" students (Derrin Schlesinger, Producer, 'This is England', 'Four Lions'). By helping students maximise their learning potential, this progressive programme has seen students and graduates regularly appear in the credits of major TV and cinema releases, win awards at prestigious film festivals and the Royal Television Society, and have their scripts developed into independent film productions.

If you are a new student, welcome to the BA (Hons) Film Production programme! We hope this is the start of an exciting time for you where your ideas and skills grow way beyond what you expected. Students who approach the course with curiosity, openness and a sense of adventure, end up producing outstanding work that makes for great showreels and portfolios – vital for getting the good jobs after the course has finished.

Please keep this handbook throughout the three years of your course, as it will be a useful reference and answer many questions. Of course, your personal tutor will be pleased to help you with any further questions that arise and to advise you on how to get the best from the programme.

Good luck!

Ian Crook

Course Leader

1.1 Rationale, aims and learning outcomes of the course
This full time programme will lead to the awards of BA (Hons) Film Production. The course also allow for exit awards at levels one and two of the course.

This course runs parallel with the Masters Course (MA Film Production) The degrees offer in-depth creative and vocational oriented education in all aspects of Film Production. The courses build on the development of skills and personal resources, which, either directly or indirectly, helps in allowing graduates to find employment. The course is led by practitioners with extensive experience in the industry and industry professionals as guest lecturers.

The Course is Creative Skillset Approved and has many industry links to work experience. There is a 'sister' course running at our campus at Hebei University, China, with free international exchange between the two from year two onwards.

Contemporary creative industries demand individuals that can understand, analyse and challenge underlying concepts and creatively apply a variety of skills to produce technically competent and contemporary work regardless of the area of practice within the larger film production field.

The BA (Hons) Film Production, therefore, aims to develop multi-skilled, technically adept, lateral thinking practitioners with a solid understanding of narrative structure and a critical awareness of the media and its role in society. The course aims to develop students' production skills and creativity in a narrative based media through studying with experienced academics and currently practising tutors.

Practice is at the centre of the course in whichever area of work is chosen. By the end of the course each student should be able to produce challenging work that uses the medium effectively. Experience suggests that this requires a number of approaches to be incorporated; an 'open' approach to experimentation and evaluation; workshop sessions where students acquire the skills needed to confidently produce work; critical and contextual work which gives a sound grounding in current thinking about the media and how this impacts on the work of contemporary practitioners.

This diversity of approaches is focused throughout on producing students with an in-depth understanding of all aspects of Film Production on a number of levels, and who can therefore become highly independent and flexible practitioners, whether in a commercial or independent context. This does not exclude specialism in a particular area of interest/practice, but roots specialism in a range of related practices.

The course deals with the major media forms of our time, other than journalism, which communicate to a wide audience with, broadly speaking, narrative forms. These include, for example, fictional film and video work and documentary (as an area of practice distinct from journalism). The course recognises that the production and distribution of contemporary media has moved largely to a shared, networked, digital base, which in turn accelerated a clear trend towards increasing cross-over of forms so that, for example, the distinction between documentary and experimental work, its production modes and distribution channels is now largely irrelevant. This practical convergence of media forms, itself, follows on from the major critical movements of the last 25 years, which have tended to apply a common set of principles to the various disciplines. This is not to say that the need for specialist study of these areas has disappeared, only that contemporary media producers think more flexibly about the boundaries of their practice and the distribution of their work. This course allows for this openness, whilst demanding an in-depth development of Film Production based body of work.

The course builds on the collaborative nature of film production and put emphasis on this in year one and two whilst encouraging individual work (albeit it group produced) in year three. The course encourages students to identify and then focus on their particular strengths and interests, eventually developing their own distinctive practice. This can then be followed by advanced study on the MA part of the course

1.2 Course Team

Name	Responsibility	Room Nº	Telephone Nº (01772 89****)
John Holloway	Head of School of Journalism, Media and Performance JHolloway@uclan.ac.uk	ME 330	ext 3901
John Aitken	Division Leader JAitken@uclan,ac,uk	ME 332	ext 4797
Ian Crook	BA/MA Course Leader Icrook@uclan.ac.uk	ME201	ext 3309
Stephen Place	Senior Lecturer Splace@uclan.ac.uk	ME 201	ext 3199
Peter Wobser	Senior Lecturer Pwobser@uclan.ac.uk	ME 201	ext 3814
Linda Sever	Senior Lecturer Lsever@uclan.ac.uk	ME 201	ext 3196
Mandy Langton	Lecturer Mlangton1@uclan.ac.uk	ME 201	ext 3198
Chris Leonard	Lecturer Cleonard2@uclan.ac.uk	ME 201	ext 2377

1.3 Expertise of staff

BA (Hons) Film Production is a Creative Skillset approved course and has as such undergone a rigorous accreditation procedure to ensure that all staff, methods, equipment and teaching and learning activities are in-line with current industry practice. The Film Production team has a core of experienced academics and industry practitioners with track records in their relevant fields. This is accompanied by a number of specialist teachers for certain disciplines and current high profile industry professionals for coaching and workshop sessions, plus expert technicians for equipment inductions and training. You will get to know us fairly quickly during the first few weeks of the course and we will formerly introduce the team during induction week.

1.4 Academic Advisor

You will be assigned an Academic Advisor who will provide additional academic support during the year. They will be the first point of call for many of the questions that you might have during the year. Your Academic Advisor will be able to help you with personal development, including developing skills in self-awareness, reflection and action planning.

1.5 Administration details

Course Administration Service provides academic administration support for students and staff and are located in the following hubs which open from 8.45am until 5.15pm Monday to Thursday and until 4.00pm on Fridays. The hub can provide general assistance and advice regarding specific processes such as extenuating circumstances, extensions and appeals.

Allen Building
Medicine
Dentistry
telephone: 01772 895566
email: AllenHub@uclan.ac.uk

Harris Building
Lancashire Law School
Humanities and the Social Sciences
Centre for Excellence in Learning and Teaching
telephone: 01772 891996/891997
email: HarrisHub@uclan.ac.uk

Foster Building
Forensic and Applied Sciences
Pharmacy and Biomedical Sciences
Psychology
Physical Sciences
telephone: 01772 891990/891991
email: FosterHub@uclan.ac.uk

Computing and Technology Building
Art, Design and Fashion
Computing
Journalism, Media and Performance
Engineering
telephone: 01772 891994/891995
email: CandTHub@uclan.ac.uk

Greenbank Building
Sport and Wellbeing
Management
Business
telephone: 01772 891992/891993
email: GreenbankHub@uclan.ac.uk

Brook Building
Community, Health and Midwifery
Nursing
Health Sciences
Social Work, Care and Community
telephone: 01772 891992/891993
email: BrookHub@uclan.ac.uk

1.6 Communication

The University expects you to use your UCLan email address and check regularly for messages from staff. If you send us email messages from other addresses they risk being filtered out as potential spam and discarded unread.

We may on occasion contact you by other means such as SMS message, telephone or social media networks, but the only 'official' contact method is your UCLan email.

1.7 External Examiner

The University has appointed an External Examiner to your course who helps to ensure that the standards of your course are comparable to those provided at other higher education institutions in the UK. The name of this person, their position and home institution can be found below. If you wish to make contact with your External Examiner, you should do this through your Course Leader and not directly. External Examiner reports will be made available to you electronically. The School will also send a sample of student coursework to the external examiner(s) for external moderation purposes, once it has been marked and internally moderated by the course tutors. The sample will include work awarded the highest and lowest marks and awarded marks in the middle range.

The external examiner is Mr. John Mateer from the University of York, if you need to contact Mr. Mateer please arrange to do so through the school office.

2. Structure of the course

2.1 Overall structure

The overall structure of the course including the foundation entry route, its module choices, possible electives and interactions with neighbouring courses like Film and TV Screenwriting (for example) are explained in the Approved Programme specifications in the appendix, available from the school office and published on-line.

At the beginning of the course, and towards the end of each year, we will remind you of the structure, the modules and your progression options during a series of 'Progression Talks'.

2.2 Modules available

Each module is a self-contained block of learning with defined aims, learning outcomes and assessment. A standard module is worth 20 credits. It equates to the learning activity expected from one sixth of a full-time undergraduate year. Modules may be developed as half or double modules with credit allocated up to a maximum of 120 credits per module.

Please the attached programme specification.

2.3 Course requirements

The modules which must be studied in order to complete the course are shown in the programme specification at the end of this document. There are a number of exit awards for students who do not complete the full BA (Hons) course; the requirements for these are also listed in the full Programme Specification.

2.4 Module Registration Options

Discussions about your progression through the course normally take place in February each year. It is an opportunity for you to make plans for your study over the next academic year. The course team will tell you about the various modules / combinations available and you will both agree on the most appropriate (and legal) course of study for you.

2.5 Study Time
2.5.1   Weekly timetable
A timetable will be available once you have enrolled on the programme, through the student portal.

2.5.2   Expected hours of study
The normal amount of work involved in achieving a successful outcome to your studies is to study for 10 hours per each credit you need to achieve – this includes attendance at UCLan and time spent in private study. We appreciate that Film Production will occasionally demand peaks of higher hour count in some weeks, but we strive to make up for that in others.

Likewise, not all workshops and location 'dry runs' are for all students and therefore, outside classroom activities are announced each week before they are happening.

2.5.3 Attendance Requirements

You are required to attend all timetabled learning activities for each module unless otherwise notified. Notification of illness or non-attendance of a session should be made to the relevant module tutor (see Section 1.2 for the contact details of the relevant member of staff) or the Course Leader as a part of your professional conduct. All exceptional requests for leave of absence must be made to the Course Leader. Non-authorised extended periods of absence will require a doctor's note (over three days).

You must remember that the University has a responsibility to keep information up to date. Please inform us immediately of any change of address. The School has an additional responsibility to monitor the attendance of some international students under the Visas and Immigration (UKVI) Points Based System (PBS) system. For these students they MUST attend their course of study regularly; under PBS, UCLan is obliged to tell UKVI if you withdraw from a course, defer or suspend your studies, or if you fail to attend the course regularly. Students can monitor their attendance record through myUCLan.

3. Approaches to teaching and learning

3.1 Learning and teaching methods

The main 'philosophy' of the course is 'learning on the job', or experiential learning. As such we have several strands of Learning and Teaching methods outlined in the attached programme specification. They comprise briefly of:

The course combines a reflective critical approach with practical work. In all work active and independent learning is encouraged. Throughout all levels, there is a strong emphasis on encouraging students to draw on their individual strengths to produce fresh and, at best, innovative work. All skills teaching and critical work are ultimately aimed at extending the student's confidence and ability to fulfil this aim.

There will be a structured progression of practical work from the introductory stages to the final year projects. Modules are designed to ensure that in the earlier part of the course each student explores a range of approaches, from which they can selectively build their own in-depth practice at later stages. The development of each individual student's strengths as a practitioner will lead to the production, in the final year, of a highly developed body of work, reflecting their own concerns.

The link between practice and critical theory is central to the course. Theory should not be simply illustrated in the practice, nor become a prescribed straitjacket that students must adhere to. Active testing and exploration of relevant theoretical ideas play an important role in the development of creative practice. Core modules explore cultural theories of particular importance; some of these are generally offered to all students, others look more specifically at writing in particular. Modules will continue to develop the link with critical ideas by including both formal lectures and student presentation about relevant work, and more informal group discussions about the students' and other work.

The course centres on study through a practice based approach; students will be actively engaged in a process of sharpening their perception and ideas through strategic

experimentation and professional project management. This Emphasis is paired with a very strong leaning towards the disciplined, production management based professionalism expected from graduates in the creative industries. Students will be given the opportunity to experiment and to develop the confidence to take creative and imaginative chances, whilst also being introduced to Industry practice and discipline.

3.2 Study skills

The School and the course team support the development of study skills.
There are a variety of services to support students and these include:

WISER http://www.uclan.ac.uk/students/study/wiser/index.php

If you ever struggle with your studies, please ask your personal tutor for further guidance and signposting.

3.3 Learning resources
3.3.1 Learning Information Services (LIS)

Extensive resources are available to support your studies provided by LIS – library and IT staff. Take advantage of the free training sessions designed to enable you to gain all the skills you need for your research and study.

3.3.2 Electronic Resources

LIS provide access to a huge range of electronic resources – e-journals and databases, e-books, images and texts.

3.4 Personal development planning

Your PDP starts at the very beginning of the course and you will be guided by your personal and/or module teacher in a group session. You will be given the relevant guidelines to enable you to plan ahead, keep track of your progress, flag up any issues ahead and so on. There is plenty material available through the 'I' and on-line, but your personal tutor will be able to help with your PDP throughout your three years here.

3.5 Preparing for your career

Your future is important to us, so to make sure that you achieve your full potential whilst at university and beyond, your course has been designed with employability learning integrated into it. This is not extra to your degree, but an important part of it which will help you to show future employers just how valuable your degree is. These "Employability Essentials" take you on a journey of development that will help you to write your own personal story of your time at university:

- To begin with, you will explore your identity, your likes and dislikes, the things that are important to you and what you want to get out of life.
- Later, you will investigate a range of options including jobs and work experience, postgraduate study and self- employment,
- You will then be ready to learn how to successfully tackle the recruitment process.

 You will be able to record your journey using Pebblepad, the university's e-portfolio system, which will leave you with a permanent record of all the fantastic things you have achieved during your time at UCLan.

It's your future: take charge of it!

Careers offers a range of support for you including:-
- career and employability advice and guidance appointments
- support to find work placements, internships, voluntary opportunities, part-time employment and live projects
- workshops, seminars, modules, certificates and events to develop your skills

Daily drop in service available from 09:00-17:00 for CV checks and initial careers information. For more information come along and visit the team (in Foster building near the main entrance) or access our careers and employability resources via the Student Portal.

You will also have exclusive access to Creative Skillset resources such as the 'internship' finder facility and specific job searches. This is only available to a select few courses in the country and directly links graduates to production companies. We also encourage students to use their networking skills to pitch their skills to industry guest speakers and seek industry links during the summer periods.

4. Student Support

The 'i' is a central Student Information Centre and your first point of contact. You can obtain information on a wide range of topics including Council Tax Exemption Certificates, Bank and Confirmation of Study Letters, Portable Financial Credits, (continuing students only, Printing and Printer Credit, UCLan Cards, the 'I' shop and UCLan Financial Support Bursary (first year students only).

4.1 Academic Advisors

Students will be allocated an academic advisor during induction, and will be given their contact details for making an appointment.

If you are experiencing any personal problems or have concerns related to your academic work, the academic advisor should be your first point of contact. The primary aim of the academic advisor is to support their tutees' studies, and to enhance their overall experience at the University. If the academic advisor cannot help directly with a problem, they will be able to refer students on to specialist support.

Your academic advisor will arrange to see you normally once per semester (twice in semester 1 of the first year) in order to monitor and assist your development.

4.2 Students with disabilities

If you have a disability that may affect your studies, please either contact the Disability Advisory Service - disability@uclan.ac.uk - or let one of the course team know as soon as possible. With your agreement information will be passed on to the Disability Advisory Service. The University will make reasonable adjustments to accommodate your needs and to provide appropriate support for you to complete your study successfully. Where necessary, you will be asked for evidence to help identify appropriate adjustments.

Arrangements are made for students who have a disability/learning difficulty for which valid supporting evidence can be made available. Contact the Disability Adviser for advice and information, disability@uclan.ac.uk

4.3 Students' Union

The Students' Union offers thousands of volunteering opportunities ranging from representative to other leadership roles. We also advertise paid work and employ student staff on a variety of roles. You can find out more information on our website: http://www.uclansu.co.uk/

5. Assessment

Please note that all modules will be assessed. You are expected to attempt all required assessments for each module for which you are registered, and to do so at the times scheduled unless authorised extensions, special arrangements for disability, or extenuating circumstances allow you to defer your assessment.
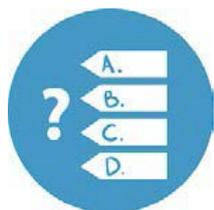
5.1 Assessment Strategy

Generally our assessment strategy requests you to give presentations, complete practical work (films, exercises etc.), submit final pieces on-line, write essays and evaluations and submit electronic versions of journals or diaries. In some modules your performance in a given role will be assessed by your tutor by the means of observation. It is particularly important for you to be mindful of this as it is very different from being assessed on physical work.

5.2 Notification of assignments and examination arrangements

Each module will have a different set of components for you to complete. The details of each component are explained in great detail at the beginning of the module, and re-iterated throughout the classes. We will send you an assignment brief, outlining the particulars for each module. Your contact person for these should be the module teacher, not your personal tutor. (As your personal tutor may not teach a module in question) Most modules will have timetable and assignment brief information published on the Blackboard system, but individual copies will be sent to you as well.

5.3 Referencing

For written work such as essays and dissertations, the university has adopted the Harvard style of referencing. If you choose modules that require academic writing, your module tutor will point you in the right direction to get help with this if you need it. There are countless resources in the library, classroom sessions with 'wiser' (see guidance and support) and many booklets published on-line.

5.4 Confidential material

On rare occasions, the subject matter of your work may contain sensitive, confidential material that you may not be able to publish or show in public. This should not stop you from undertaking such work, but you need to inform your module tutor in the first instance if this is the case so that we can get the right amount of support in place for you.

5.5 Cheating, plagiarism, collusion or re-presentation

Please refer to the information included in section 6.6 of the University Student Handbook for full definitions. The University uses an online Assessment Tool called Turnitin. A pseudo-Turnitin assignment will be set up using the School space on Blackboard to allow students to check as many drafts as the system allows before their final submission to the 'official' Turnitin assignment. Students are required to self-submit their own assignment on Turnitin and will be given access to the Originality Reports arising from each submission. In

operating Turnitin, Schools must take steps to ensure that the University's requirement for all summative assessment to be marked anonymously is not undermined and therefore Turnitin reports should either be anonymised or considered separately from marking. Turnitin may also be used to assist with plagiarism detection and collusion, where there is suspicion about individual piece(s) of work.

6. Classification of Awards

The University publishes the principles underpinning the way in which awards and results are decided in [Academic Regulations](). Decisions about the overall classification of awards are made by Assessment Boards through the application of the academic and relevant course regulations.

7. Student Feedback

You can play an important part in the process of improving the quality of this course through the feedback you give. In addition to the on-going discussion with the course team throughout the year, there are a range of mechanisms for you to feedback about your experience of teaching and learning. We aim to respond to your feedback and let you know of our plans for improvement.

We are proud of the fact that UCLan Film Production is changing frequently due to student input. We have regular staff and student liaison meetings where we discuss in minute detail issues that students flag up. Assignment deadlines, equipment booking procedures, technical specification, even what types of equipment we purchase are all based on student input. This is very important to us and keeps us ahead of the curve for a good learning experience for you.

The Students Union can support you in voicing your opinion, provide on-going advice and support, and encourage your involvement in all feedback opportunities. They will be requesting that you complete the National Student Survey (during semester 2 for students in their final year of study) or the UCLan Student Survey (all other students).

The Students' Union and University work closely together to ensure that the student voice is heard in all matters of student-life. We encourage students to provide constructive feedback throughout their time at university, through course reps, surveys and any other appropriate means,

The Union's Student Affairs Committee (SAC), members of Students' Council and School Presidents each have particular representative responsibilities, and are involved with decision making committees as high as the University Board. Therefore it is very important students engage with the democratic processes of the Students' Union and elect the students they see as most able to represent them.

A course representative is a student who represents their fellow students' views and opinions to the course team, school, university and students' union. Course representatives work proactively and diplomatically to improve the academic and non-academic experiences of students.

The role of a course representative is extremely beneficial to both students on your course and the university. It enables students to have ownership of their student experience and

voice their opinions and share positive practice with the course team, primarily the Student Staff Liaison Committee Meetings (see below).

Course representatives will be elected every year either in April or September. Alongside receiving recognition, support and respect being a course representative is a great opportunity to enhance your employability skills. If you are interested in becoming a course representative and wish to find out more about the role visit the Students' Union website or by emailing: coursereps@uclan.ac.uk.

School Presidents meanwhile are annually elected representatives who voice the opinions of students within each school. They communicate and engage with students in their school to gain feedback and work in partnership with senior management to create positive change. They are also trained to support and signpost course representatives where needed. If you wish to find out who is your School President or more about the role visit the Students' Union website or email: coursereps@uclan.ac.uk

7.1 Student Staff Liaison Committee meetings (SSLCs)
Details of the Protocol for the operation of SSLCs is included in section 8.2 of the University Student Handbook.
The purpose of a SSLC meeting is to provide the opportunity for course representatives to feedback to staff about the course, the overall student experience and to inform developments which will improve future courses. These meetings are normally scheduled once per semester.

Your Course Leader will facilitate the meetings using guidelines and provide a record of the meeting with any decisions and / or responses made and / or actions taken as a result of the discussions held. The meetings include discussion of items forwarded by course representatives, normally related to the following agenda items (dependent on time of year).

The course team encourage student feedback in all areas and recognise that additional items for discussion may also be raised at the meeting
- Update on actions completed since the last meeting
- Feedback about the previous year – discussion of external examiner's report; outcomes of National /UCLan student surveys.
- Review of enrolment / induction experience;
- Course organisation and management (from each individual year group, and the course overall);
- Experience of modules - teaching, assessment, feedback;
- Experience of academic support which may include e.g. Personal Development Planning, personal tutoring arrangements and The Card;
- Other aspects of University life relevant to student experience e.g. learning resources, IT, library;
- Any other issues raised by students or staff.

8. Appendices

8.1 Programme Specification(s)

UNIVERSITY OF CENTRAL LANCASHIRE	

Programme Specification

This Programme Specification provides a concise summary of the main features of the programme and the learning outcomes that a typical student might reasonably be expected to achieve and demonstrate if he/she takes full advantage of the learning opportunities that are provided.

1.	**Awarding Institution / Body**	University of Central Lancashire
2.	**Teaching Institution and Location of Delivery**	University of Central Lancashire, Preston Campus
3.	**University Department/Centre**	School of Journalism, Media and Performance
4.	**External Accreditation**	N/A
5.	**Title of Final Award**	BA (Hons) Film Production
6.	**Modes of Attendance offered**	Full Time and Part Time
7.	**UCAS Code**	A: WP6J, B: EP6J
8.	**Relevant Subject Benchmarking Group(s)**	Media & Communication
9.	**Other external influences**	N/A
10.	**Date of production/revision of this form**	April 2018
11.	**Aims of the Programme**	

- To develop in students the ability to produce innovative work of high quality, based on the convention of narrative Film Production, Documentary and Experimental Forms.

- To provide a course that combines an arts based approach with the development in practical work of critical, technical and transferable skills that will be of great benefit to graduates seeking work in the media industry

- To further provide a sound grounding in social and critical issues around the creative and digital industries which will both underpin post-university work and equip those wishing to continue postgraduate study

- To develop transferable skills of self-evaluation, independent research and project management and development

12. Learning Outcomes, Teaching, Learning and Assessment Methods

A. Knowledge and Understanding

A1. Apply key critical ideas around contemporary Film Production.

A2. Critically discuss and appraise their own work and work of their peers.

A3. Demonstrate a contextual awareness of their work and that of their peers in terms of current and historical practice.

A4. Demonstrate an awareness of social contexts of media work and apply these in both written and practical projects

A5. Appraise and challenge their own practice and that of their peers, through work produced

Teaching and Learning Methods

The course combines a reflective critical approach with practical work. In all work active and independent learning is encouraged. Throughout all levels, there is a strong emphasis on encouraging students to draw on their individual strengths to produce fresh and, at best, innovative work. All skills teaching and critical work are ultimately aimed at extending the student's confidence and ability to fulfil this aim.

Assessment methods

Assessment will typically require submission of practical work (scripts), presentations and supporting documentation and/or Evaluation.

B. Subject-specific skills

B1. Identify a range of techniques to produce narrative, documentary and experimental work with emphasis on video techniques

B2. Experiment with more complex techniques to produce work

B3. Demonstrate a high level ability to create work suitable for public exhibition/distribution

B4. Demonstrate a high level of independent management, planning, research, development and evaluation of major writing projects

B5. Present work to professional standards

Teaching and Learning Methods

There will be a structured progression of practical work from the introductory stages to the final year projects. Modules are designed to ensure that in the earlier part of the course each student explores a range of approaches, from which they can selectively build their own in-depth practice at later stages. The development of each individual student's strengths as a practitioner will lead to the production, in the final year, of a highly developed body of work, reflecting their own concerns.

Assessment methods

Assessment will typically require submission of practical work (scripts), presentations and supporting documentation and/or Evaluation.

C. Thinking Skills

C1. Apply key critical ideas around contemporary Film Production

C2. Demonstrate a contextual awareness of their work and that of their peers in terms of current and historical practice and introductory level critical texts, and be able to express this in written form and spoken presentation and discussions

C3. Demonstrate more complex critical awareness of their own practice and that of their peers through work produced

C4. Demonstrate a high level of critical and contextual awareness through their practical work

Teaching and Learning Methods
The link between practice and critical theory is central to the course. Theory should not be simply illustrated in the practice, nor become a prescribed straitjacket that students must adhere to. Active testing and exploration of relevant theoretical ideas play an important role in the development of creative practice. Core modules explore cultural theories of particular importance; some of these are generally offered to all students, others look more specifically at writing in particular. Modules will continue to develop the link with critical ideas by including both formal lectures and student presentation about relevant work, and more informal group discussions about the students' and other work.

Assessment methods
Assessment will normally require the submission of written assignments and presentations

D.   Other skills relevant to employability and personal development
D1. Identify a range of techniques to produce narrative, documentary and experimental work with emphasis on film/video techniques
D2. Demonstrate group working skills and professional project management
D3. Plan, research, develop and evaluate personal practical work
D4. Demonstrate a high level of independent management, planning, research, development and evaluation of practical projects
D5. Present work to professional standards

Teaching and Learning Methods
The course centres on study through a practice based approach; students will be actively engaged in a process of sharpening their perception and ideas through strategic experimentation and professional project management. This emphasis is paired with a very strong leaning towards the disciplined, production management based professionalism expected from graduates in the creative industries. Students will be given the opportunity to experiment and to develop the confidence to take creative and imaginative chances, whilst also being introduced to Industry practice and discipline.

Assessment methods
Assessment will typically require submission of practical work (films), presentations and supporting documentation and/or Evaluation

13. Programme Structures				14. Awards and Credits*
Level	**Module Code**	**Module Title**	**Credit rating**	
Level 6	AV3008	**120 Credits from the following** Film Major Project	80 Credits	**Bachelor Honours Degree in Film Production** Requires 360 credits at level 4 or above including a minimum of 220 at Level 5 and 100 at Level 6
	PV3991	Dissertation or	40 credits	
	AV3003	Extended Research Project	40credits	**Bachelor Degree in Film Production** Requires 320 credits at level 4 or above including a minimum of 180 at Level 5 and above
Level 5		**120 Credits from the following**		**Higher Education Diploma in Film Production** Requires 240 credits at level 4 or above including a minimum of 100 at Level 5
	AV2001	Feature Film Lead **or**	40 credits	
	AV2011	Feature Film Crew	20 credits	
	AV2005	Social Issues Film Making	20 credits	
	AV2002	Adaptations	20 credits	
	AV2004	Documentary Production	20 credits	
	AV2006	Music Video & Promo Film	20 credits	
	AV2013	Digital Visual Effects	20 credits	
	AV2007	Thinking Through film	20 credits	
	TE2771	Sound Design & Production	20 credits	
	TE2775	Video Post Production	20 credits	
Level 4	AV1001	Introduction to Professional Film Production	40 credits	**HE Certificate** Requires 120 credits at Level 4 or above
	AV1031	Introduction to Narrative Film	20 credits	
	AV1032	Introduction to Documentary Techniques	20 credits	
	PV1030	Introduction to Scriptwriting	20 credits	
	AV1004	Life's A Pitch	20 credits	

16. Admissions criteria
(including agreed tariffs for entry with advanced standing)
Correct as at date of approval. For latest information, please consult the University's website.

The normal entry requirements are:

- GCE 'A-Level 240 points. Subjects should normally include at least one of Media Studies, Photography, Film Studies, and/or Art, English Language, English Literature, and Drama.
- Advanced GNVQ in an appropriate subject area - at least Merit overall.
- BTEC in an appropriate subject area - at least Merit overall.
- Open College Stage B in an appropriate subject area - 60% or above.
- In addition, candidates should normally have GCSE English at grade C or above, or equivalent.

Candidates without the above qualifications, or qualifications in other subject areas, will be considered provided that there is firm evidence of experience and commitment to at least one of the main areas of practical study (film/video making, digital imaging work etc).

At interview a portfolio of previous work in a relevant area will be requested. Applications from mature candidates will be welcome.

Direct entry into year 2 of the course is possible for candidates who have completed a HND/C in Media Production, or other related subject. For this to take place, the applicant must produce evidence that their previous study meets the relevant first level learning outcomes for the chosen route.

ASMS
- A pass in 10+2 (A levels) from a recognized board of examination
- Aptitude Test
- Personal Interview
- English Score 50 %

17. Key sources of information about the programme

- UCLAN.ac.uk
- UCLAN prospectus
- UCAS listing
- Open days

18.   Curriculum Skills Map

Level	Module Code	Module Title	Core (C), Compulsory (COMP) or Option (O)	Knowledge and understanding					Subject-specific Skills					Th...	
				A1	A2	A3	A4	A5	B1	B2	B3	B4	B5	C1	C
LEVEL 6	AV3006	Film Major Project	Comp	X	X	X		X	X	X	X	X	X		X
	AV3008	Extended Research Project	O								X	x	x	x	
	PV3991	Dissertation	O									x	x	x	
LEVEL 5	AV2001	Feature Film Lead	O	X	x	x	x	x	x	x	x	x			
	AV2011	Feature Film Crew	O	X	x	x	x		x	x	x	x			
	AV2004	Documentary Production	O	X	x	x	x				x				
	AV2002	Adaptations	O	X	x		x		x	x				x	
	AV2005	Social Issues Film Making	O	X	x	x	x		x	x					
	AV2013	Digital Visual Effects	O	X	x	x			x	x		X	X		
	AV2007	Thinking Through Film	O	X	x	x	x				x				
	AV2006	Music Video & Promo Film	O	X	x	x	x			x					
	TE2771	Sound Design & Production	O	X	x	x	x			x					
	TE2775	Video Post-Production	O	X	x	x	x			x					
LEVEL 4	AV1031	An Introduction to Narrative Film	Comp			x			x					x	
	AV1032	An Introduction to Documentary Techniques	Comp			X			X					x	
	AV1001	Introduction to Professional Film Production	Comp			x			x						
	AV1004	Life's a Pitch	Comp			x			x						
	PV1030	Intro to Screenwriting	Comp			x			x						

Learning Outcomes for Exit Awards:

Learning outcomes for the award of: Certificate of Higher Education

A3. Demonstrate a contextual awareness of their work and that of their peers in terms of current and historical practice.

B1. Identify a range of techniques to produce narrative, documentary and experimental work with emphasis on video techniques

C1. Apply key critical ideas around contemporary Film Production
C2. Demonstrate a contextual awareness of their work and that of their peers in terms of current and historical practice and introductory level critical texts, and be able to express this in written form and spoken presentation and discussions

D1. Identify a range of techniques to produce narrative, documentary and experimental work with emphasis on film/video techniques
D2. Demonstrate group working skills and professional project management

Learning outcomes for the award of Diploma of Higher Education

A1. Apply key critical ideas around contemporary Film Production.
A2. Critically discuss and appraise their own work and work of their peers.
A3. Demonstrate a contextual awareness of their work and that of their peers in terms of current and historical practice.
A4. Demonstrate an awareness of social contexts of media work and apply these in both written and practical projects

B1. Identify a range of techniques to produce narrative, documentary and experimental work with emphasis on video techniques
B2. Experiment with more complex techniques to produce work
B3. Demonstrate a high level ability to create work suitable for public exhibition/distribution

C1. Apply key critical ideas around contemporary Film Production
C2. Demonstrate a contextual awareness of their work and that of their peers in terms of current and historical practice and introductory level critical texts, and be able to express this in written form and spoken presentation and discussions

D1. Identify a range of techniques to produce narrative, documentary and experimental work with emphasis on film/video techniques
D2. Demonstrate group working skills and professional project management
D3. Plan, research, develop and evaluate personal practical work

Learning outcomes for the award of BA

A1. Apply key critical ideas around contemporary Film Production.
A2. Critically discuss and appraise their own work and work of their peers.
A3. Demonstrate a contextual awareness of their work and that of their peers in terms of current and historical practice.
A4. Demonstrate an awareness of social contexts of media work and apply these in both written and practical projects

B1. Identify a range of techniques to produce narrative, documentary and experimental work with emphasis on video techniques
B2. Experiment with more complex techniques to produce work
B3. Demonstrate a high level ability to create work suitable for public exhibition/distribution
B4. Demonstrate a high level of independent management, planning, research, development and evaluation of major writing projects
B5. Present work to professional standards

C1. Apply key critical ideas around contemporary Film Production
C2. Demonstrate a contextual awareness of their work and that of their peers in terms of current and historical practice and introductory level critical texts, and be able to express this in written form and spoken presentation and discussions
C3. Demonstrate more complex critical awareness of their own practice and that of their peers through work produced

D1. Identify a range of techniques to produce narrative, documentary and experimental work with

emphasis on film/video techniques

D2. Demonstrate group working skills and professional project management

D3. Plan, research, develop and evaluate personal practical work

D4. Demonstrate a high level of independent management, planning, research, development and evaluation of practical projects

D5. Present work to professional standards

**Programme
Specification**

13. Awarding Institution / Body	University of Central Lancashire
14. Teaching Institution and Location of Delivery	University of Central Lancashire
15. University School/Centre	School of Film Media and Production
16. External Accreditation	
17. Title of Final Award	BA (Hons) Media (Foundation Entry)
18. Modes of Attendance offered	FT
19. UCAS Code	F378 / M478 / 3C58 / F578 / F478 / W68 / D386 / M478 / P468 / 3D95
20. Relevant Subject Benchmarking Group(s)	QAA 251 (2008), Communication, media, film and cultural studies (no specific foundation benchmarking statements)
21. Other external influences	Skillset National Occupational Standards: Camera (2012) Editing (2013) sound (2009) Production (TV & Film 2013) Interactive Media (2013)

22. Date of production/revision of this form	April 2016

23. Aims of the Programme

- To provide students who do not have standard entry qualifications the opportunity to prepare for and progress on to a related undergraduate programme in media
- To introduce students to the nature and the methodologies of media production subject specialisms available to study at undergraduate level
- To allow students to acquire and apply the fundamental academic and practical skills essential for success on a related undergraduate degree in media.
- To introduce the concept of convergence and encourage engagement in discussion and debate on the interdisciplinary nature of media production and multidisciplinary skillset required across media subjects
- To introduce, develop support and support independent learning strategies
- To introduce and develop the intellectual skills and working methods to allow students to become reflective practitioners

24. Learning Outcomes, Teaching, Learning and Assessment Methods

A. Knowledge and Understanding

A1. of concepts relating to audio visual communication in media production

A2. of concepts relating to linear and none linear (interactive) narrative

A3. of media production methods and workflows

A4. of approaches and roles in a media production context

Teaching and Learning Methods

Lectures, seminars and workshops will be used to introduce key topics and ideas. Students will be supported and encouraged to engage in discussion and practical activities to develop the fundamental concepts of each subject area. This will then be further developed through the context of independent study and exercises in preparation for subsequent classes and in the completion of individual assignments.

Assessment methods

Practical multidisciplinary production portfolios and journals. Poster displays, presentations and computer based tests

B. Subject-specific skills

B1. The ability to originate and manipulate media assets

B2. Control and adjustment of production equipment including video camera, stills camera, audio recorder, computer hardware

B3. The origination and development of media suitable for digital platforms

B4. Ability to select and deploy appropriate storytelling and communication skills

Teaching and Learning Methods

Lectures and workshops will be used to introduce basic skills and techniques these will then be explored in subsequent guided sessions. These skills will be further developed through independent experiential learning through practical exercises and study in the completion of assignments and in preparation for classes

Assessment methods

Production journals and portfolios

Generation and manipulation of media artefacts

Creation of documentation to support media production

Problem solving exercises

Individual and group presentations

C. Thinking Skills

C1. Research and analysis of media artefacts and assets
C2. Selection and deployment of effective strategies for production
C3. Critical and personal reflection
C4. Experiential learning and problem solving

Teaching and Learning Methods

Lectures, seminars and workshops will be used to introduce, discuss, nurture and develop skills. These skills will then be contextualised and implemented through exercises and further developed through independent study and the completion of assignments. Reflective skills will also be supported through one to one tutorials.

Assessment methods

Presentations of analyses
Research portfolios
Assignments requiring the analysis and selection of effective production strategies
Problem solving practical test

D. Other skills relevant to employability and personal development

D1. Self management and autonomous learning
D2. Personal development planning
D3. Communication and presentation skills
D4. Interpersonal skills

Teaching and Learning Methods

The requirements of meeting deadlines and the necessity for self management throughout the process of learning and assessment in a challenging though supportive environment will provide a context for learners to engage in, foster and develop personal, academic and creative skills. Lectures, seminars and workshops will be used to introduce and discuss the fundamental skills and concepts that will be developed through the context of independent study, practical work and self-reflection. This will be contextualised through workplace and exhibition visits, guest practitioner talks and case studies. One to One tutorials will also be used to further self-reflection and support personal development planning with a focus on progression to level 4 and beyond.

Assessment methods

Self-reflective personal development journal

Presentation on media industry roles and production methods

Initiation and completion of extended project in a chosen media subject area

13. Programme Structures*				14. Awards and Credits*
Level	**Module Code**	**Module Title**	**Credit rating**	
Level 3	PHC001	Approaches to Photography	20	**BA (Hons) Media (Foundation entry** Requires 120 credits to proceed To: **BA (Hons) Film Production** (must
Level 3	PVC001	Introduction to Filmmaking	20	include TEC002, PVC001, PHC001, TEC003)) **BA(Hons) Television Production** (Must includeTEC002, PVC001,
Level 3	PVC002	Scriptwriting for Production	20	TEC003, PVC002) **BA (Hons) Screenwriting with Film, Television and Radio** (must include TEC002, PVC002, PVC001, AXc003)
				BA (Hons) Photography (must include TEC002, PHC001, PHC002,
Level 3	TEC001	Web Fundamentals	20	AXC003) **BSc (Hons) Media Production** (must
Level 3	TEC002	Extended Media Project	20	include TEC002, TEC001,TEC003, AXC003) **BSc (Hons) Web Design and**
Level 3	TEC003	Audio and Video Technologies	20	**Development** (must include TEC002, TEC001, RPC001, AXC003) **BA (Hons) Animation** (must include TEC002, AXC003, RPC001, PVC001
Level 3	PHC002	Self-images: Identities, Diaries and Documents	20	**BA (Hons) Games Design** (must include TEC002, AXC003, RPC001,
Level 3	AXC003	Introduction to Animation and Games	20	PVC001) **BA (Hons) Digital Visual Effects**
Level 3	RPC001	Sound recording and Design	20	(must include TEC002,AXC003, RPC001, PVC001)

15. Personal Development Planning

The course has at the heart of its design the encouragement of students to put personal development at the core of their learning. Through group activities, tutorials and assessments learners will be constantly encouraged to reflect on their progress and to apply all of their learning and experiences to their individual academic and career goals. The course is designed to equip students with the skills, knowledge and experience to independently set personal academic and career goals and to make subsequent subject progression choices accordingly.

16. Admissions criteria

(including agreed tariffs for entry with advanced standing)

Correct as at date of approval. For latest information, please consult the University's website.

This programme is aimed at students with none standard HE entry qualifications.

Entry requirements at A2 level would be in the range of DDE and for BTEC MPP equivalent to a UCAS points level of 160

International applications will require an IELTS score of 6.5

Mature students and applicants with none standard entry qualifications will also be considered, particularly they have professional or other relevant experience

17. Key Sources of information about the programme

- **University, School and course specific web sites**
- **QAA guide –**
- **http://www.qaa.ac.uk/Publications/InformationAndGuidance/Documents/CMF08.pdf**
- **Skillset –**
- **http://www.skillset.org/standards/standards/Camera/**
- **http://www.skillset.org/standards/standards/IM/**
- **http://www.skillset.org/standards/standards/Editing/**
- **http://www.skillset.org/standards/standards/Production/**

Please tick in the relevant boxes where individual Programme Learning Outcomes are being assessed

Level	Module Code	Module Title	Core (C), Compulsory (COMP) or Option (O)	Programme Learning Outcomes															
				Knowledge and understanding				Subject-specific Skills				Thinking Skills				Other skills relevant to employability and personal development			
				A1	A2	A3	A4	B1	B2	B3	B4	C1	C2	C3	C4	D1	D2	D3	D4
LEVEL 3	PHC001	Approaches to Photography	(O)	x		x		x	x	x		x	x			x		x	
	PVC001	Introduction to Filmmaking	(O)	x		x		x	x	x		x	x		x	x		x	
	PVC002	Scriptwriting for Production	(O)	x	x					x	x		x	x			x	x	x
	TEC001	Web Fundamentals	(O)		x	x		x	x	x		x		x				x	
	TEC002	Extended Project	COMP		x	x	x	x		x		x	x	x	x	x	x	x	x
	TEC003	Audio & Video Technologies	(O)	x		x		x	x	x			x		x			x	x

Code	Title																				
PHC002	Self-Images: Identities, Diaries and Documents	(O)	x				x	x	x		x	x	x			x		x		
AXC003	Introduction to Animation and Games		x	x	x		x		x	x		x	x		x	x			
RPC001	Sound Recording and Design	(O)	x		x		x	x	x				x		x	x			

Note: Mapping to other external frameworks, e.g. professional/statutory bodies, will be included within Student Course Handbooks
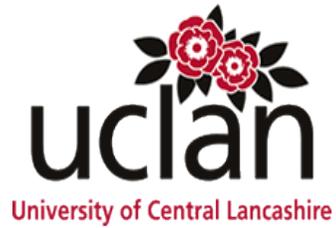
Addendum to the Course Handbook for
BA (Hons) Film Production
2018-19

Page	Section	Summary of change & previous text removed (state whether addition / deletion / amendment / etc)	Date of Approval
	Programme Specification	Change of structure at level 5 and level 6	July 2018