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**ADAM SMITH COLLEGE**  
INSPIRING LEARNING

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# Course Handbook

**HND Creative Industries:  
Television**

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## Welcome to Adam Smith College

This is the Course Handbook for the HND Creative Industries: Television. On behalf of the Course Team I would like to warmly welcome you to Adam Smith College. We feel sure that you will enjoy your time spent here.

To help you make the most of your time at College and to familiarise you with your course we have produced this course handbook. In here you will find information about the structure of your course, the teaching and learning styles used and the ways in which your work will be assessed and graded.

There is a considerable amount of information contained in this handbook, some of which will be of greater relevance to you as you work through the course than it is at the start of your studies in the College. However, we recommend that you read this Course Handbook through carefully **now**, then keep it safely - you will need to use it through your course.

We hope you will find the handbook a useful guide to your course and wish you every success in your studies.

Ray Graham

Curriculum Head: HND Creative Industries: Television

## Information about your course

Your course is:

HND Creative Industries: Television

Your Curriculum Head is:

Ray Graham

His/Her office is:

Stenton Campus

His/Her telephone number is:

01592 223136

His/Her email address is:

[raygraham@adamsmith.ac.uk](mailto:raygraham@adamsmith.ac.uk)

Scheduled guidance time:

Monday 4pm

## **Your Curriculum Head**

Each course in the Adam Smith College is assigned a Curriculum Head, whose role is to provide you with advice and support through your course of study. This falls roughly into two categories – guidance related to your studies and pastoral care to help you deal with any difficulties you might encounter of, for example, a personal, financial or health-related nature.

At the beginning of your course you will agree your learning targets with your Curriculum Head. These will be recorded on your Learner Agreement which both of you will sign. Throughout your course, your Curriculum Head will monitor your progress and meet with you regularly during the year to discuss how you are getting on.

Your Curriculum Head will also be available at a set time each week when you can meet if there's something you need to discuss. However, if something comes up which has to be dealt with urgently, you can ask to speak to your Curriculum Head at any time. He/she might not be able to meet you immediately – Curriculum Heads have classes to teach and other students to look after – but he/she will offer you an appointment as soon as possible or refer you to another appropriate member of staff.

Your Curriculum Head may not always be able to personally provide you with the sort of help or support you need, in which case he/she might recommend that you are referred to a member of the College's Guidance or Learning Support staff.

So, if at any time throughout your course, you experience difficulties which are affecting your progress as a student, your Curriculum Head should be your first contact. Please remember that unresolved problems rarely just go away. On the contrary, they tend to get worse the longer they're not dealt with. So, speak to your Curriculum Head sooner rather than later.

## **Your attendance at college and part-time employment**

Your success as a student depends on full and regular attendance at **all** classes. You should inform your Curriculum Head as soon as possible if you have problems with attendance. Our records show that students who do not attend all their classes have a very high risk of failure.<sup>1</sup>

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<sup>1</sup> For full details of regulations about attendance, see the College Attendance Policy and Procedure.

We recognise that you may need to undertake part-time work, but we strongly advise you not to take employment of more than 15 hours a week if you are a full time student. Should you need to take employment of more than 15 hours per week we recommend you register as a part time student. A full time student is expected to follow their timetable and negotiate work times around it.

## Your learning

Your College course will provide you with constant opportunities to learn new skills and acquire knowledge in your chosen subject areas. In order to make the most of all the opportunities available, you need to organise and plan your learning and also to manage your time effectively.

You must attend **all** your timetabled classes. You also need to study in your own time and you should plan to spend several hours a week to fulfil your commitment as a full-time student. You need to allocate time for this in your diary.

Prepare for lectures and tutorials by doing any reading or exercises in advance. Always make some notes – there is usually a handout provided. Review these after the class and ask your lecturer if there is anything you do not understand.

Note assignment deadlines and exam dates in your diary and remember to begin assignments early. You will enjoy researching and planning your work if you allow yourself plenty of time. Make sure you understand what you need to do and plan how you are going to tackle it. Seek advice from your lecturer or Curriculum Head if there is anything that needs clarification.

For full details of regulations about attendance, see the College Attendance Policy and Procedure.

In summary:

- ❖ plan your learning strategy
- ❖ allocate enough time
- ❖ attend **all** of your classes
- ❖ start assignments well in advance
- ❖ seek advice and help
- ❖ use the learning resources offered
- ❖ enjoy the learning experience!

## **Credit for previous learning**

Some students have previous experience or qualifications for which they may receive credit on their present course of study. If you have any qualification that may exempt you from part of your course, for example from school or another college, you may apply for Accreditation of Prior Learning (APL). Similarly, if you have undertaken work, paid or voluntary, that has resulted in learning skills or knowledge that is equivalent to units you will be studying here, you may apply for Accreditation of Prior Experiential Learning (APEL). Together these are known as AP(E)L and it means you do not have to duplicate study you have done previously. It does not necessarily have to be in your chosen subject, but it must be at the same level as your course of studies here.<sup>2</sup>

If you wish to claim for APL/AP(E)L please speak to your Curriculum Head.

## **The aims of your course**

The aims of your course are:

- ❖ to develop your knowledge of the facts, theories, concepts, applications, development and importance of production techniques and practices within the television and video production industry
- ❖ to enhance your practical skills in camera, lighting, sound, editing and the management of the production process
- ❖ to provide a sound basis for those of you who may decide go on to a more advanced course of study;
- ❖ to give you experience of the equipment, materials, processes and practices currently used in the television broadcasting industry;
- ❖ to encourage your development of effective learning strategies.

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<sup>2</sup> For full details of the scheme for crediting previous learning, see the College Credit Transfer and APL/APEL Procedure.

## The structure of your course – year 1

The course consists of 13 units, with a total value of 15 credits.

The course consists of 3 days of formal classes each week along with individual study and coursework.

The units you will study in Semester 1 are:

Semester 1		
Unit Code	Unit Title	Credit
DM2534	Multi-Camera Production: Camera Techniques	1
DM1634	Production Assistant Skills: Location	1
DMOV34	Creative Industries: An Introduction	1
DMOX34	Editing: An Introduction	1
DM1134	Lighting: An Introduction	1
DM2834	Sound Recording: An Introduction	1
DM2234	Camera: An Introduction	1
DM2R34	Creative Project	1

The units you will study in Semester 2 are:

Semester 2		
Unit Code	Unit Title	Credit
DH8K 35	Law and the Communication Industries	1
DM26 35	Multi-Camera: Vision Mixing	1
DM2J 34	Television Planning and Production	1
DMOW34	Creative Project	2
DM2R 34	Creative Industries: Television: Graded Unit	1
DM2H34	Television Directing: Multi-Camera	2

## Content of your course – year 1

Here are brief descriptions of the units which make up your course:

### **DM2234 - Camera: An Introduction**

This Unit is designed to enable candidates to develop the skills and knowledge in the use of digital video camera. On completion of the Unit the candidate will be able to rig, control manual adjustments on the camera and achieve a range of broadcast standard images.

### **DM1134 - Lighting: An Introduction**

This Unit is designed to enable candidates to develop the skills and knowledge in the use of television lighting equipment. On completion of this unit the candidate will be able to strike a range of lighting equipment and set lights while following a lighting plot.

### **DMOX34 - Editing: An Introduction**

This Unit is designed to enable candidates to develop the skills and knowledge in non-linear editing. The candidate will be introduced to basic editing concepts and systems management while using AVID editing software. On completion of this course the candidate will be able to perform a wide range of editing functions and ability to output edits to a selected format like tape or DVD.

### **DM0V34 - Creative Industries: An Introduction**

This Unit is designed to introduce candidates to the concept, history and workings of the Creative Industries and to develop their understanding of how an elected vocational area fits within the overall structure of the sector.

On completion of the Unit the candidate should be able to:

1. Explain the background and concept of the Creative Industries sector in the UK.
2. Identify the roles and opportunities available within an elected vocational area of the Creative Industries sector.
3. Identify the issues and support mechanisms that influence an elected vocational area within the Creative Industries sector.

### **DH8K35 - Law and the Communications Industries**

This Unit is about understanding and applying the law as it relates to the restrictions placed on the media industry. It is particularly suitable for candidates aiming for a career in communication and media, but is also an appropriate Unit for anyone who wishes to extend their general knowledge of law.

On completion of the Unit the candidate should be able to:

1. Explain and apply the law of defamation.
2. Explain and apply the law of copyright.
3. Analyse the effect of legal restrictions on reporting in the media.

### **DM0W34 - Creative Project**

This Unit is designed to enable candidates to develop expertise in the generation, development, completion and presentation of a project to a given brief, for an elected vocational area of the Creative Industries. This project should act as a 'showcase' to display skills and knowledge being acquired throughout the group award.

On completion of the Unit the candidate should be able to:

1. Generate creative ideas for a project in response to a given brief.
2. Develop the creative concept.
3. Complete and present a creative project.

### **DM2R34 - Graded Unit 1**

**Type of Graded Unit:** Project

**Assessment Instrument:** Practical Assignment

This Graded Unit is designed to provide evidence that the candidate has achieved the following principal aims of the HNC Creative Industries: Television

- To prepare candidates for employment in related television occupations at an appropriate level.
- To develop knowledge and understanding of the roles and responsibilities involved in television production.
- To develop a range of contemporary vocational skills relating to the production of television content.
- To develop knowledge of the context, working practices and organisation of the Creative Industries
- To develop a range of core and transferable skills essential for the Creative Industries

### **DM1634 - Production Assistant Skills: Location**

This unit is designed to enable candidates to recognise, understand and carry out the main roles undertaken by a production assistant working on a 'location' production.

On completion of the Unit the candidate should be able to:

1. Undertake pre-production tasks for a given programme brief.
2. Undertake production tasks while on location.
3. Undertake post-production tasks for a given programme brief.
4. Evaluate the role and responsibilities of the Production Assistant within a given production brief.

### **DM2834 - Sound Recording: An Introduction**

This Unit is designed to allow the candidate to develop the knowledge and/or skills necessary to use microphones and sound mixing equipment to produce an audio track.

On completion of the Unit the candidate should be able to:

1. Select appropriate sound equipment to make a basic sound recording.
2. Rig and line up sound recording equipment

3. Operate sound recording equipment to produce a recording

### **DM1534 - Multi-camera: Camera Techniques**

The purpose of this Unit is to provide candidates with the knowledge and/or skills necessary to undertake the role and responsibilities of a camera operator in a multi-camera production.

On completion of the Unit the candidate should be able to:

1. Carry out multi-camera operational tasks in the making of a production.
2. Carry out simultaneous multi-camera operational tasks in the making of a production.

### **DM2H35 - Television Directing: Multi-Camera**

This Unit is designed to enable candidates to develop the skills and/or knowledge necessary to carry out the role of director in a multi camera environment.

On completion of the Unit the candidate should be able to:

1. Undertake pre-production tasks for a multi-camera programme.
2. Undertake production tasks for a multi camera programme.
3. Evaluate the completed programme.
4. Evaluate own performance as director in the origination of the multi camera programme.

### **DM2635 - Multi-Camera: Vision Mixing**

The purpose of this Unit is to provide the candidate with the knowledge and/or skills to undertake the role of vision mixer on a multi-camera production.

On completion of the Unit the candidate should be able to:

1. Carry out pre-production tasks to meet the requirements of a specified production brief.
2. Carry out vision mixing tasks during a multi-camera production.

## The structure of your course – year 2

The course consists of 9 units, with a total value 15 credits.

The course consists of 3 days of formal classes each week along with individual study and coursework.

The units you will study are:

Unit Code	Unit Title	Credit
DM2F35	Television Scriptwriting: Factual Programme	2
DM2A35	Television Directing: Non-Factual Programme	2
DM1035	Editing to a Director's Brief	2
DVOM35	Work Experience	1
DM2935	Television Directing: Factual Programme	2
DM2E35	Television Research	1
DM2T35	Graded Unit: 2	2
D7M935	Critical Analysis of Texts	1
DE35 35	2D Digital Imaging and Animation	2

## Content of your course – year 2

### **DM2A35 - Television Directing: Non-Factual Programmes**

The purpose of this unit is to provide candidates with the knowledge and/or skills necessary to direct non-factual programmes for television.

On completion of this unit candidates should be able to:

1. Undertake pre-production tasks to realise a creative idea in the role of director.
2. Undertake production tasks within the process of directing a production.
3. Carry out and supervise post-production tasks.
4. Evaluate own performance as director within the context of a given brief.

### **DM2E35 - Television Research**

This Unit is about developing the candidate's ability to analyse the requirements of a research brief and to carry out research, from initial commission to finished production, for factual or non-factual television programmes.

On completion of this unit candidates should be able to:

1. Analyse the requirements of a brief.
2. Apply production research techniques to meet the requirements of a brief.
3. Prepare script research material.
4. Evaluate own performance as a researcher within the context of a given brief.

### **DM2F35 - Television Scriptwriting: Factual Programmes**

The purpose of this unit is to provide candidates with the knowledge and/or skills to write scripts for factual television programmes.

On completion of this unit the candidate should be able to:

1. Create synopses and treatments for given factual production briefs.
2. Create complete production scripts for factual programmes from synopses, treatments and research findings.

### **DM2T35 - Graded Unit 2**

#### **Title: Creative Industries: Television: Graded**

This Graded Unit is designed to provide evidence that the candidate has achieved the following principal aims of the HND Creative Industries: Television.

- To prepare candidates for employment in related television occupations at an appropriate level
- To develop a range of specialist technical and production skills relating to industry occupations e.g. in sound, camera, editing etc.
- To carry out roles and responsibilities involved in television production.
- To develop extended experience in different styles of programme making
- To develop knowledge of self employment, business and management issues in the Creative Industries

Recommended Prior Knowledge and Skills: It is recommended that the candidate should have completed or be in the process of completing the following Units relating to the above specific aims prior to undertaking this Graded Unit:

- Creative Industries: An Introduction (DM0V34)
- Relevant units from production or craft options

### **DM1035 - Editing to a Director's Brief**

Unit purpose: This Unit will enable candidates to develop skills in relation to editing and their understanding of the overall post-production process. The candidate's skills as both technician and artist will be expanded through the creative interpretation of a Director's brief through the accurate editing of pre-recorded sound and vision.

On completion of the Unit the candidate will be able to:

1. Prepare source material for editing that meets the requirements of a Director's brief.
2. Demonstrate editing skills in the role of editor within a production team.
3. Make a rough-cut edit that meets the requirements of the Director's brief.
4. Make a fine-cut edit that meets the requirements of the Director's brief.

### **DV0M34 - Work Experience**

Unit purpose: This Unit is designed to offer a work experience opportunity to candidates. It is intended for candidates who will benefit from a work experience as an integral part of their course of study. The work experience should allow candidates an opportunity to gain experience of the world of work. Candidates will be able to understand and evaluate their roles, responsibilities and personal experiences.

On completion of the Unit the candidate should be able to:

1. Plan and organise the work experience.
2. Undertake the work experience.
3. Evaluate the work experience.

### **DM2935 - Television Directing: Factual Programmes**

The purpose of this unit is to provide candidates with the knowledge and/or skills necessary to direct factual programmes for television.

On completion of this unit candidates should be able to:

1. Undertake pre-production tasks to realise a creative idea in the role of director.
2. Undertake production tasks within the process of directing a production.
3. Carry out and supervise post-production tasks.
4. Evaluate own performance as director within the context of a given brief.

### **DE35 35 - 2D Digital Imaging and Animation**

The purpose of this unit is to provide candidates with the knowledge and skills to write a treatment outlining a 2D animation proposal by using drawing and/or imaging skills to create a storyboard to client presentation standards. The student will also discover how to write a project plan which establishes a production time scale.

The student will go on to source and capture 2D images from a video camera and / or a scanning device and be able to create 2D images

using suitable software. Finally the student will learn how to modify and combine images using appropriate software to create an animated sequence and produce final output in an appropriate format

## **Assessment of your work**

Throughout your course, your work will be assessed in a number of different ways, depending on the different criteria in individual units.<sup>3</sup>

The majority of courses delivered in the College are assessed partly or wholly on a continuous basis – in other words, you will be assessed on parts of your work as you go along rather than all of it at the end of the unit. This assessment is carried out by the lecturer teaching the unit.

So that assessments can be fair to all students, and whoever teaches them, internal assessments are checked by other lecturers teaching the same, or similar, units. This is a process called 'internal moderation'.

Over and above the internal moderation of assessments of student work, awarding bodies check that colleges are assessing work appropriately by a process called 'external verification'. This process involves the awarding body carrying out checks on College staff's assessments of student work. This is done by sending 'external moderators' to the College, where they check assessments against national standards.

Only after these three stages have been completed can you be sure of your results, the certificates for which will be sent to you directly by the awarding body, not the College.

Internal assessment is not just about judging whether you have passed or failed. It also provides both you and your lecturers with important information about what you're doing well and where you have shortcomings in your knowledge, understanding or skills. Assessment is closely linked to the learning process in the sense that the feedback you will receive from your lecturers will help you improve your work in the future.

Finally, a range of courses delivered in the College are assessed by means of an externally-set and externally-assessed examination. The examining body will inform you directly whether or not you have completed your course successfully. College lecturers are not in a

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<sup>3</sup> For full details of the College's regulations about assessment, see the College's Assessment Procedure.

position to tell you whether you have passed or failed, until they have been informed by the examining body (usually at the same time as you will know directly from the examining body). If in doubt, please ask your lecturer about the procedures used.

### **Re-assessment of your work**

If you are unsuccessful in an internal assessment, you will be offered the opportunity to be re-assessed. Depending on the arrangements for re-assessment laid down for a particular unit, this may involve retaking either the whole assessment or just part of it.

You will normally only be allowed one (or, in exceptional circumstances, two) re-assessment opportunities.

### **Submission of your coursework**

You should hand all coursework in to the appropriate course tutor with a cover page that contains: name, date, Course ID and unit number.

All coursework for assessment will have a specified deadline for submission. It is essential that you meet the submission deadline to ensure fairness amongst all students and to enable staff to mark efficiently.

Your subject lecturer may allow you an extension to a submission date if there are valid circumstances affecting your ability to meet the deadline.

Any coursework (for which there are no mitigating circumstances or an agreed extension) handed in after the submission deadline will normally receive a mark of 0.

If you are unwell when completing assessed coursework or sitting examinations, or have any other specific difficulties that may affect your performance in assessed coursework or examinations, you should notify your Curriculum Head in writing of the circumstances as soon as possible, and make immediate arrangements for medical certificates or other letters of support to be submitted.

## **Cheating and plagiarism**

There are various forms of academic dishonesty but in the student's context it means cheating in examinations or presenting work for assessment which is not your own.

Plagiarism as a form of cheating takes place when the student 'borrows' or copies information, data or results from an unacknowledged source, without quotation marks or any indication that the presenter is not the original author or researcher.

If carried out knowingly, cheating and plagiarism have the objective of deceiving examiners and this threatens the integrity of the assessment procedures and the value of your award.

Work produced by someone else may be summarised or repeated providing it is referenced to the original author. As well as text, work such as diagrams, maps and charts must also be acknowledged. In addition to the use of quotation marks when quoting from original sources and secondary material, full reference for both quotes and paraphrases or summaries of published material must be given. All references should then be included in a bibliography at the end of the piece of work. Appropriate references for web-based material must also be given, including the relevant URL.

Any student found to have used unfair means in any examination or assessment procedure will be penalised.<sup>4</sup>

## **Support for your learning**

The College has a positive policy of supporting students with learning difficulties or disabilities and their interests are represented by the Diversity Committee which reports directly to the Principals Group. The College has a Learning Support team, which can provide help and advice on all aspects of learning support and coping with learning difficulties.

The College offers support in making alternative arrangements for exams and assessment, support with study skills and advice with applications for the Disabled Students Allowance. Support and advice can also be provided in the specification and purchase of specialist equipment and the use of Information Technology.

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<sup>4</sup> For full details of the College's regulations on cheating and plagiarism, see the College Academic Deceit Procedure.

In order to ensure that you are provided with the appropriate advice and support from the start of your studies it is important that you discuss any difficulties and special requirements with the Learning Support Manager, or with your Curriculum Head, as early as possible.

## **Your feedback**

The College requires all courses to have a formal system through which students are invited to comment routinely, in confidence, upon the teaching they have received. This helps us to check that students have a clear idea of our aims in teaching particular units, and of what we expect them to do; that our classroom teaching is effective and stimulating; that our advice and feedback to students on individual work is helpful; and that our resources are adequate.

Questionnaires are the primary mechanism for this formal 'feedback'. You will be asked to complete a questionnaire for each unit you are taught. We appreciate that they can be tiresome to complete in large numbers, but hope that you will take the time to give a full and detailed response. Both negative and positive feedback is important. In order to be able to assess the feedback and to attempt to take appropriate action it is important that when making comments you indicate **why** you feel that something is good or bad, not just that you think it is.

Each lecturer responsible for a unit will prepare a short report analysing the questionnaire returns, highlighting any criticisms or suggestions. The report and the questionnaires for each unit will then be passed on to the Curriculum Head, who will present the reports at meetings of the Course Committee. The reports will also be discussed at appropriate meetings of staff within the department so that appropriate action can be taken. A summary of the student feedback and the action taken will be included in the Institute's Annual Report which is presented to the College Academic Board.

## **Your representation**

Each course in the College is required to have a Course Team. This meets at least twice a year to review the course and consists of the Curriculum Head, all member of staff who teach units on the course and two representatives from the students on the course.

Prior to each meeting, your course representatives will be given a copy of the agenda and will be asked to consult their fellow students about the items listed and be prepared to report to the meeting on any issues raised.

Following the meeting, the class representatives will receive a copy of the Course Review report to share with their fellow students on the course.

The existence of the formal system of student representation doesn't mean that you should feel this is the only channel open to you. You may of course raise issues directly with a lecturer or your Curriculum Head. Individual problems are often likely to be more easily and quickly resolved in this way.

### ***Your comments, complaints or compliments***

Naturally, we hope that your experience at the Adam Smith College will be an enjoyable and rewarding one. However, we do recognise that sometimes things can go wrong and encourage you to make your comments or complaints known to us so that we have the opportunity to resolve the problem and improve our services to you.

Problems are often most quickly and easily sorted by being dealt with informally. So we would ask that, in the first instance, you raise the matter with the appropriate member of staff. If you're not satisfied with the outcome, you can discuss the matter with your Curriculum Head.

Comments or complaints can also be put forward through your course representatives.

Where informal methods have failed to resolve the problem, you can make a formal complaint through the College's Complaint Form, which is available at Reception on all College campuses and in outreach centres or through the Students' Association.

It's always good to hear about what you think we do well and we encourage you to use the Compliments Form available at Reception. Every compliment received will be passed on to the person or department it's about.