

Programme Specification

1. Awarding institution/body :	University of Worcester
2. Teaching institution:	Kidderminster College
3. Programme accredited by:	N/A
4. Final award:	HND
5. Programme title:	HND Film Making
6. Pathways available:	N/A
7. Mode and/or site of delivery:	Kidderminster College campus
8. Mode of attendance:	Full-time.
9. UCAS Code:	216W
10. Subject Benchmark Statement:	Communication, Media, Film and Cultural Studies (2008)
11. Date of Preparation/Revision:	May 2009. Updated December 2010
<p>12. Educational Aims of the Programme</p> <p>This is a course in film making which prepares students for employment across a wide range of film and television work, as well in related media. The course provides for a streamlined integration of practice, theory and professional development. It is a vocational HND that meets current industry standards and also a transition to BA studies where appropriate.</p> <p>The overall aims of this course are to allow students to:</p> <ol style="list-style-type: none"> 1. develop a comprehensive set of film making skills; 2. use a wide variety of film making skills coherently within the creative process; 3. identify and use the skills necessary for specialist film making options, such as documentary, drama, animation and music video; 4. evaluate the influence of history and theory on practical film making 5. use reflective practices in order to better understand film making; 6. create a portfolio of projects (a show reel); 7. market their work, including pitching a film idea to a client group; 8. organise relevant industry contacts and placements; 9. construct and defend a business plan; 10. engage in further academic studies beyond the Higher National Diploma (should they wish to do so). 	
<p>13. Intended Learning Outcomes and Learning, Teaching and Assessment Methods</p> <p>On successful completion of the Level 4 (first year) component of the programme students will be able to:</p> <ol style="list-style-type: none"> 1. use an appropriate set of film making skills; 2. recognise the influence of history and theory on film making; 3. identify the importance of narrative as the core feature of film production; 4. identify the skills appropriate for specialist film making careers such as documentary, drama, animation or music video; 5. describe the film production process and the way it is funded. 	

On successful completion of the Level 5 (second year) component of the programme students will be able to:

6. choose the set of film making skills appropriate to a project category;
7. evaluate the influence of history and theory on film making;
8. defend or criticise the importance of narrative as the core feature of film production;
9. develop and refine the skills appropriate for specialist film making careers such as documentary, drama, animation or music video;
10. recognise the importance of entrepreneurship; name industry contacts and relevant work experience acquired during the programme of study
11. consider and (if appropriate) prepare for the final year of a film making degree.

Transferable Skills

Transferable skills obtained from this course will allow graduates to:

1. develop ideas and construct arguments;
2. present their point of view in an appropriate way;
3. examine forms of discourse and their effects on representation in the arts;
4. work in a group;
5. use the creative skills necessary for the realisation of a project;
6. manage personal workloads, meet deadlines and negotiate goals with others;
7. address creative, personal and interpersonal issues;
8. use appropriate information technology and demonstrate awareness of its application and potential;
9. create projects and find creative solutions to practical tasks as they arise;
10. adapt and function in a competitive business environment.

Learning, Teaching and Assessment Methods

The streamlined integration of theory and practice is reflected in the teaching methods employed and their division across the various course modules. In the first three semesters (where all modules are mandatory) the students are taught across lectures and tutor-led seminars for roughly 50% of the course and also participate in tutor led workshops, or perform practical exercises (such as making films) with the attendant logs and paperwork to industry standard. They are also introduced to additional skills such as pitching ideas to industry professionals and developing personal portfolios that include CVs and business plans.

In Semester 4, half of the students' teaching is organised around the practical creation of a 20 minute short film or 20-30 minute film pilot (depending on their optional module choice) and the tutor-led practical marketing of this project. The optional modules are then constructed in such a way that students of a primarily vocational orientation can be taught through lectures, seminars, practical workshops and the tutor-led completion of practical tasks and projects. Those seeking a transition from HND to BA will produce a negotiated project that is either a substantive piece of theoretical work (to second year BA standard) or a feature film treatment to accompany the feature film pilot produced in the mandatory double module.

Students will also receive appropriate tutoring in basic study skills, academic practice and (where appropriate) logical approaches to problem solving organised around debates in the philosophy and epistemology of knowledge production. So, as well as learning "how to write an essay" or "how to use a library" or "compile a bibliography to Harvard specification," students will also learn how to solve problems and how ideas are actually generated.

Use of Virtual Learning Environment (VLE) and Allied Technologies

Extensive use is made of the VLE, both by students and by staff. The ability of students to use this technology will be developed at each level; tutors are also committed to using it to publish useful commentaries and feedback, and to maintaining up-to-date links to useful sources of information. For example, all guest lectures and many key lectures and workshops will be published on the VLE for educational purposes, whilst students will be encouraged to record their own work for peer assessment.

Tutors may then post evaluative commentaries or cite sources relevant to this assessment (or to any debates that emerge between students). We believe that students will be best placed to grasp the potential offered by the virtual world (as well as any possible threats) if they have first used the VLE interactively as potential film makers.

Learning outcomes Students will be able to:	Module(s) in which these are assessed
1. use an appropriate set of film making skills;	HFLM1001 <i>Introduction to Script Writing</i> HFLM1003 <i>Camera and Lighting</i> HFLM1004 <i>Film Post Production</i> HFLM1006 <i>Film Production Management</i> HFLM1007 <i>Introduction to Sound Track and Recording</i> HFLM1008 <i>Introduction to Documentary Production</i>
2. recognise the influence of history and theory on film making;	HFLM1001 <i>Introduction to Script Writing</i> HFLM1002 <i>Film History: An Introduction</i>
3. identify the importance of narrative as the core feature of film production;	HFLM1001 <i>Introduction to Script Writing</i> HFLM1002 <i>Film History: An Introduction</i> HFLM1005 <i>Script Writing and Film Narrative</i>
4. identify the skills appropriate for specialist film making options such as documentary, drama, animation or music video;	HFLM1003 <i>Camera and Lighting</i> HFLM1004 <i>Film Post Production</i> HFLM1006 <i>Film Production Management</i> HFLM1008 <i>Introduction to Documentary Production</i> HFLM1007 <i>Introduction to Sound Track and Recording</i>
5. describe the film production process;	HFLM1005 <i>Script Writing and Film Narrative</i> HFLM1006 <i>Film Production Management</i>
6. choose the set of film making skills appropriate to a project category;	HFLM2002 <i>Filming Music Performance</i> HFLM2005 <i>Visual Narrative Production</i> HFLM2008 <i>Understanding Film Score and Soundtrack</i> HFLM2009 <i>Advanced Documentary Production</i> HFLM2010 <i>Film Animation</i> HFLM2011 <i>Directing Actors for the Screen</i>
7. evaluate the influence of history and theory on film making;	HFLM2001 <i>Themes and Perspectives in Film Narrative</i> HFLM2003 <i>British Film History and the Sociological Imagination</i> HFLM2005 <i>Visual Narrative Production</i> HFLM2006 <i>World Cinema</i> HFLM2007 <i>Film Theory and Research Methodology</i> HFLM2009 <i>Advanced Documentary Production</i> HFLM2011 <i>Directing Actors for the Screen</i>
8. defend or criticise the importance of narrative as the core feature of film production;	HFLM2001 <i>Themes and Perspectives in Film Narrative</i> HFLM2003 <i>British Film History and the Sociological Imagination</i> HFLM2005 <i>Visual Narrative Production</i> HFLM2006 <i>World Cinema</i> HFLM2007 <i>Film Theory and Research Methodology</i> HFLM2009 <i>Advanced Documentary Production</i>

	HFLM2011 <i>Directing Actors for the Screen</i>
9. develop and refine the skills appropriate for specialist film making options such as documentary, drama, animation or music video;	HFLM2006 <i>World Cinema</i> HFLM2008 <i>Understanding Film Score and Soundtrack</i> HFLM2009 <i>Advanced Documentary Production</i> HFLM2010 <i>Film Animation</i> HFLM2011 <i>Directing Actors for the Screen</i>
10. recognise the importance of entrepreneurship; name industry contacts and relevant work experience acquired during the programme of study;	HFLM2002 <i>Filming Music Performance</i> HFLM2004 <i>Film Making and Entrepreneurship</i> HFLM2005 <i>Visual Narrative Production</i>
11. prepare for the final year of a film making degree.	HFLM2006 <i>World Cinema</i> HFLM2007 <i>Film Theory and Research Methodology</i>
Knowledge and understanding. Students will be able to:	Examples of learning, teaching and assessment methods used
1. recognise and evaluate the role of history and theory in film making;	Note taking, use of supplied learning materials, independent research; lectures, seminars and workshops; assessed essays, seminars and workshops
2. identify and engage with arguments concerning the importance of classical narrative theory in Film Making;	Note taking, use of supplied learning materials, independent research; lectures, seminars and practical workshops; assessed essays, seminars and workshops
3. identify and deploy relevant aspects of film making practice;	Practical instruction and independent research; lectures, seminars and practical exercises, independent study; film projects, log books and research portfolios
4. comment on film making theory and practice as a coherent whole;	Use of supplied learning materials, independent research; group discussions and workshops, individual tutorials and group seminars, and essays
5. outline the state of the contemporary film industry; appreciate the need for entrepreneurship and to employ the business skills salient to this task.	Note taking, use of supplied learning materials, independent research, lectures, workshops and seminars; compilation of professional portfolio, supervised creation of business plan
Cognitive and Intellectual Skills. Students will be able to:	Examples of learning, teaching and assessment methods
1. use the appropriate set of film making skills;	Note taking, use of supplied learning materials, independent research, participation in discussion groups; lectures, seminars and practical workshops, seminars, tutor led research; assessed, team project, seminars and film project workshops, research folder, logbooks, written reports

2. critically evaluate the historical and theoretical context of contemporary film making;	Note taking, use of supplied learning materials, group participation; lectures, seminars, workshops, team project, discussion groups, critical assessment, essays, script exercises, evaluated seminars
3. contrast and compare the arguments for and against the classical theory of narrative construction;	Note taking, use of supplied learning materials, independent research, group participation; lectures, seminars, tutorials and workshops; essays, tutor led workshops
4. identify creative strengths and develop appropriate areas of specialist expertise;	Note taking, use of supplied learning materials, independent research, group participation; lectures, seminars, workshops, research, team project, discussion groups; essay, script, workshop, presentation, short film, marketing proposal, research folder
5. plan and execute original film projects in a challenging commercial environment;	Note taking, use of supplied learning materials, independent research, group participation; lectures, seminars, workshops, research, team projects, discussion groups; essay, script, seminar, workshop presentation, film, marketing proposal, research folder
6. explain the filmmaker's place as a practitioner in the industry and basic principles of entrepreneurship.	Note taking, use of supplied learning materials, independent research; lectures, seminars, tutorials, workshops; essays, workshops
Practical skills relevant to employment. Students will be able to:	Examples of learning, teaching and assessment methods
1. explain narrative and its core role in film making;	Note taking, use of supplied learning materials, group participation; lectures, seminars, workshops, team project, discussion groups, critical assessment, essays, script exercises, evaluated seminars
2. apply film making theory to a wide range of practical film making tasks;	Note taking, use of supplied learning materials, independent research; lectures, seminars, tutorials, workshops; essays, workshops
3. employ a range of film making skills as part of a coherent whole;	Note taking, use of supplied learning materials; lectures, seminars, workshops, , team project, discussion groups, critical assessment, essays, script exercises, evaluated seminars
4. create a portfolio of projects;	Practical instruction and independent research; lectures, seminars and practical exercises, independent study; film projects, log books and research portfolios
5. prepare collaborations and ideas;	Note taking, use of supplied learning materials, independent research, group participation; lectures, seminars, workshops, research, team projects, discussion groups; essay, script, seminar, workshop presentation

6. organise industry placements;	Use of supplied learning materials; lectures, team project, discussion groups; evidence of activity,
7. approach film making in relation to other creative industries;	Note taking, use of supplied learning materials, independent research, group participation; lectures, seminars, workshops, research, team project, discussion groups; essay, script, workshop, presentation, short film, marketing proposal, research folder
8. discuss of the role played by the creative industries in the regeneration of regional and national economies;	Note taking, use of supplied learning materials, independent research; lectures, seminars, tutorial; essays, workshops
9. create industry CVs, portfolios and business plans based on SWOT and PEST analysis.	Note taking, use of supplied learning materials, independent research; lectures, seminars and practical workshops; assessed essays, seminars and workshops
Transferable / Key Skills. Students will be able to:	Examples of learning, teaching and assessment methods
1. develop ideas and construct arguments;	Note taking, use of supplied learning materials, group participation; lectures, seminars, workshops, team project, discussion groups, critical assessment, essays, script exercises, evaluated seminars
2. present their point of view in an appropriate way;	Note taking, use of supplied learning materials, group participation; lectures, seminars, workshops, team project, discussion groups, critical assessment, essays, script exercises, evaluated seminars
3. examine forms of discourse and their effects on representation in the arts;	Note taking, use of supplied learning materials, group participation; lectures, seminars, workshops, team project, discussion groups, critical assessment, essays, script exercises, evaluated seminars
4. work in a group;	Group participation; lectures, seminars, workshops, team project, discussion groups, critical assessment, essays, script exercises, evaluated seminars
5. use the creative skills necessary for the realisation of a project;	Note taking, use of supplied learning materials, independent research, group participation; lectures, seminars, workshops, research, team project, discussion groups; essay, script, workshop, presentation, short film, marketing proposal, research folder
6. Manage personal workloads, meet deadlines and negotiate goals with others;	Note taking, use of supplied learning materials, independent research; lectures, seminars and practical workshops; seminars, workshops, research portfolios
7. Handle creative, personal and interpersonal issues;	Note taking, use of supplied learning materials, independent research; lectures, seminars and practical workshops; seminars, workshops, research portfolios

8. Use appropriate information technology, demonstrate awareness of their application and potential;	Note taking, use of supplied learning materials, independent research; lectures, seminars and practical workshops; seminars, workshops, research portfolios
9. Create projects and find creative solutions to practical tasks as they arise;	Note taking, use of supplied learning materials, independent research, lectures, workshops and seminars; compilation of professional portfolio, supervised creation of business plan
10. Adapt and function in a competitive environment.	Note taking, use of supplied learning materials, independent research; lectures, seminars and practical workshops; assessed essays, seminars and workshops

14. Assessment

Assessment Strategy

Assessment is an integral part of the learning process and the UW Assessment Policy has been used extensively to develop a holistic approach to programme design. The following principles apply to HND Film Making:

- Each module has an assessment strategy which is aligned with the intended learning outcomes.
- All stated learning outcomes for a module will be summatively assessed.
- Assessments will enable students to demonstrate that they have met the learning outcomes of the module and the overall aims and learning outcomes of the course and will allow students to achieve the standard required to gain the award of HND.
- The HND Film Making course includes a variety of assessment types and an appropriate balance of assessment for summative and formative purposes.
- Information about assessment, including the details of assignments and due dates for submission, schedules for examinations, assessment for grading criteria, plus assessment regulations and arrangements for publication of results, will be published in the University Student Handbook, course handbooks and module outlines at the start of the academic year.

The following table shows assessment methods and percentage weighting mapped to modules.

Module	workshop	Project Pitch	Professional Portfolio	Essay	Essay from presentation	Seminar Presentation	Soundtrack Recording	Film Script	Music Video	Negotiated Project	Research Folder	Project Portfolio	Log Book	Short Film	Set Piece	Written Report
HFLM1001				70				30								
HFLM1002				100												
HFILM1003														50	50	
HFLM1004	30													70		
HFLM1005	60					40										
HFLM1006				50								50				
HFLM1007				50			50									
HFLM1008											30			70		
HFLM2001				100												

HFLM2002	20								70							10
HFLM2003				100												
HFLM2004		20	80													
HFLM2005											30		70			
HFLM2006					100											
HFLM2007									100							
HFLM2008					40								60			
HFLM2009						40				40			60			
HFLM2010													60			
HFLM2011				50								50				

The course is fully compliant with University of Worcester regulations for assessment, mitigation, appeals and complaints. For further details on any of these areas please follow this link to the [Registry Services website](#) or see the [Student Handbook](#).

15. Programme Structure and Requirements

HND Film Making is a vocational course combining film making practice with film theory and the study of narrative. The coursework is evenly distributed between the acquisition of practical and theoretical knowledge, and provides a streamlined integration between the two. It includes mandatory modules in *Film Production Management* [HFLM1006] and *Film and Entrepreneurship* [HFLM2004] which are tailored to help students find employment in the film and related industries. It also includes an *optional Film Theory and Research Methodology module* [HFLM2007] designed to integrate students into third year degree level studies where appropriate. The course is, however, primarily vocational and accommodates the building of industry contacts through which professional opportunities can be pursued.

There is no formal work placement on this course although students will be required to pitch film ideas to industry professionals and showcase film projects e.g. at film festivals (under tutor supervision).

All students are expected to join the West Midlands Creative Networks.

See Appendix 1: Award Map

16. QAA Academic Infrastructure

Like all Higher Education courses in the UK, this award is designed with reference to the Academic Infrastructure, a means of describing academic standards in terms of the academic level you are expected to achieve and, in broader terms, the content that will be covered. QAA describes HND qualifications at Intermediate Level.

Intermediate Level

Holders of qualifications at this level will have developed a sound understanding of the principles in their field of study, and will have learned to apply those principles more widely. Through this, they will have learned to evaluate the appropriateness of different approaches to solving problems. Their studies may well have had a vocational orientation, enabling them to perform effectively in their chosen field. They will have the qualities necessary for employment in situations requiring the exercise of personal responsibility and decision-making.

The QAA Subject Benchmark Statement for film making (QAA206 12/07) has been used in the development of the programme as an academic reference point which describes elements such as:

- Subject Knowledge and Understanding
- Subject Skills
- Generic and Graduate Skills
- Teaching, Learning and Assessment

- Standards

The Subject Benchmark Statement for Film Making is available at

<http://www.qaa.ac.uk/academicinfrastructure/benchmark/statements/DDP07.asp>

The course offers research activities and ongoing dialogue with industry practitioners, academics, students and teaching staff. Consultations with TV and film producers, professional creatives and technicians, scholars of film, TV and media, educational advisers and specialists, ND and HND students and their tutors have all influenced the programme.

The course reflects the University of Worcester's Curriculum Design Policy. This ensures that programmes of study reflect the institution's values, goals and mission that support student learning. The following set of design principles provide a framework within which the programme was created:

- Apply explicit and clear aims and learning outcomes in relation to programme structure.
- Possess a consistent reference to regulatory frameworks, level descriptors and enable relevant progression.
- Provide an academically coherent and appropriately balanced programme.
- Allow and develop independent study approaches to learning and critical analysis and judgement practices.
- Understand the educational background of potential students whilst allowing for equality and diversity to be promoted and explored.
- Consider the intended career decisions of students whilst developing student employability, enterprise and entrepreneurship.
- Offer opportunities for students to participate in Personal Development Planning (PDP).
- Apply and inform relevant and current research, scholarship and professional practice activities.
- Encourage environmental sustainability.
- Provide an internationally relevant curriculum.

17. Support for students

The University of Worcester and Kidderminster College each has an Equal Opportunities Policy, together with equality schemes and action plans promoting equality in relation to race, disability, gender, age and sexual orientation. Progress in implementation is monitored by the Equality and Diversity Committee.

The [Disability and Dyslexia Service](#) within Student Services provides specialist support on a one to one basis. This support is offered both by Kidderminster College and the University of Worcester.

The University of Worcester Student Services consists of the following services:

Careers (01905 85 5166)

Helping you to make your future career plans and put them into practice.

Chaplains (01905 85 5502)

Spiritual guidance and support. A prayer room is available in the Bredon building, next to the nursery and a 'Quiet Space' is available in Woodbury near the Student Enquiry Desk.

Community Development and Residential Support (01905 85 5104)

Ensures the security and discipline of students living in halls, and foster a community spirit on and off campus.

Counselling (01905 85 5107) and **Mental Health** (01905 85 5447)

Supportive and confidential environment in which to explore your concerns with a professional counsellor or mental health adviser.

Disability and Dyslexia Service (01905 85 5531)

Advice and guidance about all disability-related matters.

Student Wellbeing Centre (01905 54 2161)

Students' first point of contact for health and related enquiries. A sexual health clinic is available every Monday lunchtime during semesters. If necessary the Centre can arrange first aid.

Welfare and Financial Advice (01905 85 5501)

Help with all issues relating to welfare and financial support such as grants, student loans, the Access

to Learning Fund and state benefits.

Kidderminster College provides the following:

Kidderminster College Counselling Services (01562 51 2025)

The college benefits from having a team of trained counsellors on site who are able to offer support during a student's time at College. In some cases a series of counselling sessions may be advisable and this can be arranged between you and your counsellor.

In addition to these services, tutorial support integrated into the programme of study itself include:

- Induction Arrangements

A full induction programme is available to new students prior to the commencement of the course. Students will be provided with an introduction to the course, the course modules, course structure and delivery, as well as with introductory lectures on key skills and research methods. Students will also undertake a health and safety induction in the studio/theatre workshops, Learning Resource Centre inductions (both at Kidderminster and Worcester) and Apple Mac introductory sessions. Essential course documentation will be available to all students during the induction period.

- Personal, work experience and independent study tutors

Students' learning will be supported by individual tutors for specific modules, as well as a year group's personal tutor. Tutors for specific modules will be allocated to individual students in relation to their specialist areas of expertise and time commitments. Students will have access to their personal tutor during timetabled tutorial sessions. They will also be able to book individual tutorial slots at least twice per semester. Students will also be able to book tutorials with module lecturers at a mutually convenient time, as required.

- PDP (Personal Development Plan)

All students will be given advice and guidance regarding their PDP throughout the duration of the programme via tutorial sessions. The Film and Entrepreneurship module at Level 5 also requires that students produce a business plan and professional CV and portfolio which links their academic work directly to their career goals. The PDP (and tutorial sessions concerning it) provide a forum wherein each student can express their feelings about their progress, as well as allowing tutors to offer appropriate advice and to build a record of the students' academic and professional development in the context of the learning objectives. Students will then apply a SWOT and PEST analysis to these achievements (from an industry perspective) in constructing their business plans.

- Study Skills Support

Study skills support is available to all students at both Kidderminster College and the University of Worcester. Student's first point of call should be their course leader if they are concerned about their study skills. Student Services run free study skill sessions. HND Film making study skills support is also available in the form of workshops which will run through the tutorial program. Additional educational aids (including filmed workshops and guides to scriptwriting) will be available on the college VLE.

- Study Skills Advice Sheets

These have been developed in order to help you to plan and carry out your coursework and assessments, making the most of the time available and helping you to achieve your potential.

All study skills information can be found at the University of Worcester's Study Skills website:

www.worcester.ac.uk/studyskills

18. Admissions policy, criteria and procedures

Admissions Policy for the course

The admissions policy for HND Film Making seeks to be inclusive, and the course is committed to widening participation to include all groups in society. This course is aimed at students who are interested in the film making process, and who either want to pursue a creative career in the film industry or to engage in the academic study of film.

Entry requirements

The University's standard entry requirements apply: 4 GCSEs at Grade C or above plus a minimum of 1 and maximum of 3½ A Levels or equivalent Level 3 qualifications. The current UCAS Tariff requirements for entry to the course are published in the prospectus.

Modify the above, if you require English/Maths GCSE and/or specific subjects at A level, and add any further requirements.

Details of acceptable level 3 qualifications, policy in relation to mature students or applicants with few or no formal qualifications can be found in the prospectus or on the University webpages. Information on eligibility for accreditation of prior learning for the purposes of entry or advanced standing is also available from the University webpages or from the Registry Admissions Office (01905 855111).

Admissions procedures

Full-time applicants apply through UCAS (216W)

Part-time applicants apply directly to University of Worcester (UW)

Admissions/selection criteria

The UCAS application form is used to ensure that the applicant has sufficient academic qualifications and experience to be able to engage with the course.

Applicants may be invited to interview to explore any aspect of their application that may require further clarification.

19. Methods for Evaluating and Improving the Quality and Standards of Teaching and Learning

A variety of methods are used to ensure that the quality and standards of teaching and learning are monitored and maintained. Student consultation is a valuable source of monitoring and will be gained through:

- Student evaluation of each module
- Course Management Committee meetings
- National Student Survey reports
- Student representative meetings

Teaching and management staff will also be involved in the monitoring process through:

- Annual Departmental Review of HND Film Making
- Annual teaching observation of individual lecturers by Kidderminster College Quality Team
- External Examiner visits and reports
- Annual Self-Assessment Report (SAR), completed by the HND Film Making team and the Creative Industries Section.
- Kidderminster College Quality Assurance Policy
- Course team meetings
- Creative Industries section meetings
- Course team participation in CPD and scholarly activity
- Annual Personal Development Report (APDR) to be completed by all teaching staff in conjunction with their line manager

20. Regulation of assessment (UMS)

Requirements to pass modules

- Modules are assessed using a variety of assessment activities which are detailed in module specifications.
- The minimum pass mark is D- for each module.
- Students are required to submit all items of assessment in order to pass a module, and in some modules, a pass mark in each item of assessment may be required.
- Some modules have attendance requirements.
- Full details of the assessment requirements for a module, including the assessment criteria, are published in the module outline.

Submission of assessment items

- Students who submit course work late but within 5 days of the due date will have work marked, but the grade will be capped at D- unless an application for mitigating circumstances is accepted.
- Students who fail to submit an item of assessment lose their right to reassessment in that module, and will be required to retake the module.
- Students who submit work later than 5 days but within 14 days of the due date will not have work marked unless they have submitted a valid claim of mitigating circumstances.
- For full details of submission regulations see URF.

Retrieval of failure

- Students are entitled to resit failed assessment items for any module that is awarded a fail grade, unless the failure was due to non-attendance or non-submission.
- Reassessment items that are passed are graded at D-.
- If a student is unsuccessful in the reassessment, they have the right to retake the module (or, in some circumstances, take an alternative module).

Requirements for Progression

- Students at Level 4 may be permitted to progress to Level 5 when they have passed at least 90 credits at Level 4.
- Students at Level 5 may be permitted to progress to Level 6 when they have passed at least 90 credits at Level 5.
- A student who fails 90 credits or more due to non-submission will be required to withdraw from the University.
- Students who pass less than 90 credits but have submitted all items of assessment will be required to retake modules.

Requirements for Awards

Award	Requirement
HNC	Minimum of 150 credits with at least 30 credits at Level 5 or higher
HND	Minimum of 240 credits with at least 120 credits at Level 5 or higher

Institute-level Assessment Boards review and confirm results for modules, and the Board of Examiners considers students' mark profiles to make decisions about progression, awards and degree classifications as appropriate.

21. Indicators of Quality and Standards:

The HND in Film Making at Kidderminster College has recently been redesigned by the course team, placing film narrative at its core. This has involved working closely with our course Externals, who are both academics and industry professionals – some with over 40 years' experience in the film and television industry. Staff have also worked closely with their counterparts at the University of Worcester. In November 2005, the University was audited by the Quality Assurance Agency. The audit confirmed confidence in the University's management of the quality of its academic programmes and the standards of its awards. The QAA particularly commended the University's supportive ethos and range of departmental and central services provided to students and staff in support of its mission to deliver an excellent inclusive higher education. The University will be audited next in 2011.

22. Employability and graduate destinations

This course is a vocationally focused programme that will allow students to gain the necessary skills, ability, attitude and work ethic to compete professionally within the film industry. The course has been developed by teaching staff at Kidderminster College and by film and TV industry professionals. Their extensive knowledge and experience give the programme a career-based outlook.

Kidderminster College has established links with industry professionals and professional bodies throughout the West Midlands and UK, as well as in the European Union.

The HND Film Making course allows students the opportunity to apply for employment positions in the film industry or else to “top up” with a BA Honours degree in a closely related area such as Digital Film Production. The two are not mutually exclusive, however, and *Film and Entrepreneurship* (HFLM2004) is mandatory to the course. That said, the optional module on *Film Theory and Research Methodology* (HFLM2007) has been particularly designed to render the transition to a BA degree significantly easier.

Please note: This 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 s/he takes full advantage of the learning opportunities that are provided. More detailed information on the learning outcomes, content and teaching, learning and assessment methods of each module can be found in the module study guides and course student handbook. The accuracy of the information contained in this document is reviewed by the University and may be checked by the Quality Assurance Agency for Higher Education.

Appendix 1 Award Map

Level 4

Module Code	Module Title	Credits	Status (Mandatory (M) or Optional (O))	Prerequisites or Co-requisites
HFLM1001	Introduction to Script Writing	15	M	None
HFLM1002	Film History: An Introduction	15	M	None
HFLM1003	Camera and Lighting	15	M	None
HFLM1004	Film Post Production	15	M	None
HFLM1005	Script Writing and Visual Narrative	15	M	None
HFLM1006	Film Production Management	15	M	None
HFLM1007	Introduction to Soundtrack and Recording	15	M	None
HFLM1008	Introduction to Documentary Production	15	M	None

HND Requirements at Level 4

Students must take all eight (8) mandatory modules.

The range of modules available may be expanded in the future.

Students must successfully complete 120 of their total 240 credits at Level 4 in order to gain their final award.

Level 5

Module Code	Module Title	Credits	Status (Mandatory (M) or Optional(O))	Prerequisites or Co-requisites
HFLM2001	Critical Approaches to Film Narrative	15	M	HFLM1001, HFLM1004
HFLM2002	Filming Music Performance	15	M	HFLM1003
HFLM2003	British Film History and the Sociological Imagination.	15	M	HFLM1002
HFLM2004	Film Making and Entrepreneurship	15	M	HFLM1006
HFLM2005	Visual Narrative Production	30	M	HFLM1001, HFLM1003, HFLM1004, HFLM1005, HFLM1006
HFLM2006	World Cinema	15	O	HFLM1002
HFLM2007	Film Theory and Research Methodology	15	O	HFLM1001, HFLM1002, HFLM1005
HFLM2008	Understanding Film Score and Soundtrack	15	O	HFLM1004, HFLM1007
HFLM2009	Advanced Documentary Production	15	O	HFLM1004
HFLM2010	Film Animation	15	O	HFLM1001, HFLM1003, HFLM1006
HFLM2011	Directing Actors for the Screen	15	O	HFLM1001, HFLM1003, HFLM1004

HND Requirements at Level 5

Students must take the five (5) mandatory modules, i.e., HFLM2001, HFLM2002, HFLM2003, HFLM2004 and HFLM2005. HFLM2005 is a double module. Students will then choose two (2) modules from six (6) out of the following: HFLM2006, HFLM2007, HFLM2008, HFLM2009, HFLM2010 and HFLM 2011.

Guidance is given on student's choice of optional modules, for example, students wishing to make the transition to BA or produce their 20 minute film (HFLM2005) as a feature film pilot MUST do Film and Research Methodology [HFLM2007]. Those seeking immediate employment would usually be encouraged to do the more practical modules.

Students at Level 5 must complete 120 credits to obtain their HND.