

BA (Hons)

**CREATIVE FILM &
MOVING IMAGE
PRODUCTION (TOP-UP)
PROGRAMME SPECIFICATION**

Contents page

PROGRAMME SPECIFICATION.....	2
Key Programme Information	2
Programme Philosophy.....	3
Programme Aims	3
Programme Outcomes.....	4
Reference Points	4
Transferable Skills and Employability	5
Learning, Teaching and Assessment.....	7
Programme Structure.....	11
Programme Content.....	11
Programme Modules.....	12
Programme Diagram.....	13
Mapping of Module Learning Outcomes to Level Outcomes	14
Resources.....	15
Student Support.....	16
Monitoring the quality of your programme.....	18
Indicators of Quality and Standards.....	18

CLEVELAND COLLEGE OF ART & DESIGN

PROGRAMME SPECIFICATION

The Programme Specification provides a summary of the main features of the **BA (Hons) Creative Film & Moving Image Production (Top-Up)** programme, and the learning outcomes that a 'typical' student might reasonably be expected to achieve and demonstrate if he/she passes the programme.

Further detailed information on the learning outcomes, content and learning and teaching methods of each module can be found in your *Module Handbooks*.

Key Programme Information

Final award	BA Honours
Programme title	BA (Hons) Creative Film & Moving Image Production (Top-Up)
Teaching institution	Cleveland College of Art & Design [CCAD]
Awarding Institution	Arts University Bournemouth [AUB]
Professional accreditation	None
Length of programme / mode of study	1 year full-time
Level of final award (in FHEQ)	Level 6
Subject benchmark statement(s)	Art and Design; Communication, Media, Film and Cultural Studies
UCAS code	W692
Language of study	English
External Examiner for programme:	To be confirmed
<i>Please note that it is not appropriate for students to contact External Examiners directly</i>	
Date of validation	March 2013
Date of most recent review	Not applicable
Date programme specification written/revised	September 2013

Programme Philosophy

The BA (Hons) Creative Film & Moving Image Production (Top-Up) programme aims to produce creative, analytical individuals with a heightened awareness of the diverse nature of the film and moving image industries. The creative industries need a workforce that is adaptable, able to work across sectors, and conscious of the need to provide value for money by offering a wide range of skills and critical abilities. This top-up degree offers a rare opportunity to work with traditional analogue techniques using 16mm or 8mm film, as well as with digital techniques and platforms which may be explored in a conventional sense or challenged and subverted according to the creative outcome.

The programme is aimed at creative, energetic and motivated film-makers who are ready to make the last step towards working in the industries. Its philosophy places an emphasis on generating intelligent and articulate story tellers who use a range of skills and expertise to entertain, inform and above all engage an audience. With negotiated projects throughout, the Level 6 experience can be as varied and individual as required with no barriers between genre or medium. It is expected that you will specialise in one or more of the main production areas including Scriptwriting, Producing, Directing, Camera/Cinematography, Sound and Postproduction.

The module structure allows you to target your core specialism in film-making and showcase your skills and creative talent. The Final Major Project, in particular, is your calling card for prospective employers and applies a unique, tried and tested points system to create parity between roles and responsibilities for both project management and assessment. Film festivals and competitions such as the Royal Television Society Awards enable you to create an externally distributed digital portfolio. You will have the challenge of exploring new and existing technologies and creative practices to produce original and innovative work, both individually and collaboratively. There is an emphasis on team work and being an adaptable crew member in order to drive creative projects forward from their inception to final production and beyond to distribution. The process of creative film production is also underpinned by critical reflection and evaluation of your own work and that of other practitioners within its cultural, historical, theoretical and ethical contexts.

This consolidation year of study will prepare you for the creative and commercial realities of production for the moving image industries, enabling you make informed choices about your future career pathway. You will meet industry practitioners and alumni who will be able to reliably inform you of the joys and rigours of a career in the industry. As a graduate you will be a confident and skilled practitioner in your chosen field, able to adapt to the ever-changing environments and demands of the industry on both practical and intellectual levels and be ready to make the move into employment or postgraduate study.

Programme Aims

- Encourage the development of specialist skills and knowledge and a command of visual language relevant to film-making and moving image production
- Develop cultural and professional structures that enable you to understand and explore the relationship between research, theories and practice

- Develop creative investigative approaches to development and production, and the processes of research, analysis, interpretation, problem-solving, realisation and evaluation
- Provide opportunities for you to develop transferable skills that enhance your employability and enable you to locate your practice within a professional context
- Establish your competence in, and professional application of, practical and technical skills, and the safe use of appropriate materials, equipment and technologies
- Cultivate an environment that stimulates and challenges you, in order to equip you with qualities essential for career development and collaboration in the film and moving image industries or postgraduate study
- Develop your ability to formulate arguments and to effectively communicate ideas and information with a focus on innovation, visual literacy and technical expertise

Programme Outcomes

By the end of the programme you will be able to:

- Demonstrate a comprehensive and detailed knowledge of film and moving image production, including theoretical, technical, ethical and professional contexts
- Synthesise, evaluate and apply research from a diverse range of appropriate sources to make independent judgements and inform your specialist practice
- Demonstrate confidence and intellectual flexibility in identifying, defining and resolving complex problems including ethical and moral considerations
- Take responsibility for independent learning and decision-making, demonstrating effective reflection, evaluation, organisation and time-management
- Effectively apply an appropriate range of practical and technical skills to resolve problems and produce professional outcomes for film and moving image and their related professional practice
- Demonstrate your readiness for employment, continuing professional development and/or postgraduate study, acknowledging the legal, ethical and sustainable constraints and professional expectations of the moving image and creative industries
- Communicate effectively, confidently and professionally in a range of formats and across a range of media to specialist and non-specialist audiences, including potential employers in the film and moving image industries

Reference Points

UK Quality Code for Higher Education, including:

- Subject Benchmark Statement: Art and Design; Communication, Media, Film and Cultural Studies
- Framework for Higher Education Qualifications (FHEQ)
- Code of Practice

AUB Undergraduate Regulatory Framework

CCAD Higher Education Learning, Teaching and Assessment Strategy

Transferable Skills and Employability

The BA (Hons) Creative Film & Moving Image Production (Top-Up) programme supports the development of your employability by delivering a body of transferable skills that are embedded within the curriculum and demonstrated through the aims and outcomes of the modules.

As you progress through the programme, you will be expected to demonstrate advanced skills in:

- Communication and presentation (verbal, visual and written)
- Applying your knowledge to new situations
- Critical reflection and self-evaluation
- Information literacy
- Working with others and collaboration
- Problem-solving
- Organisation, planning, time-management and meeting deadlines
- Professional practice
- Positioning your own work in the wider context of the discipline

To ensure that you graduate with the personal attributes and attitudes required to practice effectively at a professional level, your programme provides a range of experiences and opportunities that develop your knowledge and understanding of the workplace, such as:

- Live projects
- Educational visits
- Participation in film festivals
- Work experience opportunities
- Competitions and awards
- Visiting lecturers and speakers from the professional community, including alumni

These activities enable you to interact with and respond to the needs of external partners and potential employers in the film and moving image industries, working to professional parameters and deadlines to develop your employability and professional practice. They can also help you to identify your key areas for exploration during the programme as you develop your individual career aspirations. The programme has a broad range of industry links, both regional and national, who provide relevant live project and work experience opportunities, as well as enhancing the curriculum through activities such as visiting speakers, mentors and masterclasses. Less direct support is provided by offering access to restricted areas for filming, for example, facilitating police support, police presence or helicopter footage.

Live project work for the Minor Project module is specifically linked to a festival or competition entry rather than directing working with clients, and is formally assessed and managed within the curriculum. For the Final Major Project, live projects can be negotiated with academic staff within the Learning Agreement, and you can take advantage of the range of industrial links available in order to generate an appropriate link or partnership for your creative investigation.

The programme also has an Industrial Liaison Group [ILG], whose support is invaluable in ensuring that the programme's content and resources enable you to develop employability skills that are appropriate to the needs of industry. The ILG provides feedback for both academic staff and students regarding the currency, relevance and quality of work produced, as well as contributions to curriculum content.

You will be taught by professionally qualified staff who are subject specialists and understand the requirements of the relevant industries, so their knowledge and experience will provide valuable support to help you develop your potential and plan your career.

Throughout your study on the programme, you will be encouraged to collaborate and interact with students from other disciplines to reflect the realities of working in the contemporary creative industries. This can be achieved, for example, by working with set, props and costume design students on resources for film productions. These opportunities forge working relationships between students that may lead to future professional partnerships.

Personal Development Planning

Personal Development Planning [PDP] is a process that will give you the opportunity to plan and reflect on your learning and development throughout your programme in preparation for future professional practice. PDP will help you to measure and monitor your academic and professional progress based on your own self-evaluations, and on feedback from tutors, peers and interaction with potential clients (eg. within live projects). It will also help you to develop a range of skills and information that will contribute towards the development of independent learning and employability. PDP will be evidenced in a range of assessment components, eg. Learning Agreements and self-evaluations, and supported by tutorial records and written feedback.

PDP will benefit you by:

- Providing a clear overview of your studies
- Helping you to reflect critically on your progress and performance
- Enabling you to become more independent
- Encouraging you to take an active role in your learning and career development
- Providing you with opportunities for self-evaluation, forward planning and working towards the achievement of personal goals
- Enhancing your opportunities for learning and development

Work Experience

Work experience refers to any period of industrial, professional or commercial experience arranged with an employer or external agency while you are studying on the programme. It can be an invaluable aspect of your development towards employability, providing you with the opportunity to put your knowledge and skills into a professional context and to give you a realistic view of employment. It can also provide professional contacts and potential future employment opportunities. Your tutors can help you to find appropriate work experience, and more information is available in the *Work Experience Handbook*, which you can access on the VLE.

Work experience is an integral aspect of the programme, and is available as opportunities arise, either by external agencies contacting academic staff or by students initiating it directly. All work experience is logged and documented either at the time or retrospectively depending on the urgency of the request.

It is the aim of the programme to offer or facilitate work experience for all students during their studies. Short term work experience is managed within the programme delivery and may last for up to seven days, although it is usually less. Longer opportunities are only encouraged during academic breaks at Christmas, Easter and during the summer.

In terms of group work, work experience is managed by the individual student(s) concerned through effective planning and communication. Wherever possible and appropriate, the work produced within work experience is incorporated into the body of work for assessment, but this is subject to the nature and timing of the event.

Learning, Teaching and Assessment

Learning and Teaching Strategies

Level 6 – Consolidation and Expertise

Your programme has been designed to give you a holistic and logical learning experience, which enables you to achieve explicit learning outcomes that indicate the breadth and depth of your knowledge and understanding, including intellectual, practical, technical, professional and transferable skills.

The programme helps you to develop the ability to plan, manage and evaluate your learning, and to take responsibility for your own independent professional practice. It encourages you to take an analytical and enquiring approach, so that you can resolve complex problems with confidence in your own judgements.

Formative feedback throughout modules helps you to evaluate the progress of your own learning, and to identify your individual strengths and areas for development, based on feedback from tutors, other students, and your own self-evaluations.

The programme objectives are met by deploying a wide variety of teaching and learning methods including projects, lectures, seminars, group critiques and tutorials. In consultation with the Programme Leader, academic staff are responsible for co-ordinating individual modules of study, and for selecting appropriate methods of delivery according to the subject matter and the student experience.

The learning and teaching methods used enable you to develop the skills, knowledge and critical awareness required to become a creative practitioner and promote the development of transferable skills, which are essential for employability.

Teaching is directed at supporting your individual engagement in learning although there will be opportunities for students to work in groups and production teams to enable them to learn the value of peer co-operation. Also, due to the vocational and professional orientation of the programme, and to enable you to benefit from the range of resources and disciplines within the College, it is anticipated that there will be opportunities for you to collaborate with peers in, for example, photography, graphic communication, and sets, props and costume design. It is also envisaged that live project work may benefit from student collaboration.

The study time allocated to each module in the programme incorporates a balance of formal teaching, tutorial support and independent learning. The promotion of independent learning reflects your anticipated maturity as a student and allows you to direct your learning towards individual goals.

The integration of theory and practice is crucial in your development as a well-rounded and informed creative practitioner. This is promoted and reinforced through a team teaching approach in both practical and written modules. Lectures, seminars and tutorials may be delivered by academic staff, as appropriate, in the creative environment of the studio, lecture theatre and seminar room.

You will undertake a range of intellectually challenging work involving in-depth study, which helps you to consolidate your prior experience, knowledge and skills to a higher level of expertise. Emphasis is placed on self-initiated projects and your ability to plan and manage your own learning within all modules. You are expected to work with a considerable degree of independence and to exercise effective critical analysis, evaluation and professional practice. However, your specialist tutors will give you guidance throughout the programme in order to provide a structured and supportive learning environment, promoting a manageable level of student autonomy while continuing to address any potential issues. Individual student-initiated projects, negotiated through the Learning Agreements for the Minor Project and Final Major Project modules, are undertaken within the module framework to assist you in the realisation of creative aspirations as an independent practitioner.

Methods of Learning Glossary

A variety of methods are used to help you to engage with your learning, both by you as a student and by your tutors – some of these methods are described below.

Timetabled Teaching Sessions

Your student timetables indicate the teaching sessions that have been arranged for you across the modules that you are studying, and are available to you on the VLE. Within your teaching sessions, you will take part in a variety of activities that will help you to learn and develop as appropriate to each module. Specific learning and teaching strategies used in teaching sessions can include:

- Projects and assignments - covering a range of learning areas
- Tutorials - for appraisal and development as an individual or in groups
- Critiques - to provide formative feedback and to develop your presentation skills

- Lectures - formal and informal
- Seminars - discussions that develop your critical responses
- Demonstrations - practical and workshop-based activities
- Enhancement activities - visiting speakers, educational visits, workshops

Independent Study

In addition to teaching sessions, the development of your skills and knowledge requires extra individual input defined as independent study. This will appear on your timetables and is an important part of the learning hours required for each module. During these periods, tutors are not timetabled to teach you, but technician/demonstrators and Library staff are available to help you to undertake research and the development of ideas and practical work. It is your responsibility to make good use of independent study time and the facilities available. It is essential that you access the specialist workshops during this time to develop your skills with materials, equipment and processes. The College's opening times and access to resources are intended to provide extra opportunities for you to benefit from your studies and to achieve your goals.

Assignments

A brief initiated by tutors that outlines the themes, tasks and activities, module learning outcomes and assessment criteria, work required and the deadline for summative assessment.

Live Assignments or Live Briefs

An assignment negotiated between a tutor and a relevant external agency, providing an opportunity for you to work within the constraints of a commercial brief. Live assignments/live briefs can also include competitions and awards.

Projects

An activity initiated by you as a student in which the emphasis is on student-centred learning. The tutor acts as a supervisor, negotiating the choice of topic with you through the Learning Agreement, and supporting you through the project, which can be undertaken on an individual basis and/or in groups.

Lectures

A structured presentation of ideas, concepts and content knowledge by academic staff and visiting lecturers to groups of students, followed by feedback, questions and answers.

Academic Tutorials

A meeting with an academic tutor or tutors either to discuss the progress of your work on a formative basis, or to give summative feedback about your achievement in individual modules or the programme in general. Academic tutorials can take place on an individual basis, or with a group of students.

Seminars

A group activity involving the open discussion and analysis of topics. Seminars may be tutor-led or student-led and can include short presentations.

Group Critiques

These involve all students in presenting and discussing work with tutors and the peer group within modules, giving you the opportunity to evaluate and respond to feedback.

Workshops

Specific activities within specialist modules that provide the skills required for assignments and can be delivered by tutors and/or technician/demonstrators. Technical and practical skills are developed in a range of techniques, processes and materials relevant to your area of study and specialism.

Educational Visits

Educational visits to a range of external venues provide opportunities for you to broaden your field of research and knowledge related to your area of study. You will be given information about your programme's planned educational visits throughout the academic year.

Learning Agreements

The programme provides opportunities for you to negotiate your own learning within Learning Agreements, in which you will outline how you intend to fulfil the module aims and outcomes and how you plan to achieve this. This enables you to vary the work you produce according to your own personal and professional goals and aspirations whilst meeting the specified aims and learning outcomes of the module. At Level 6, you are expected to use the Learning Agreements for your Minor Project and Final Major Project. The Learning Agreements contribute towards evidence of your Personal Development Planning.

Assessment

Each module is assessed separately, and the assessment forms part of the module. Assessment both provides a measure of your achievement, and also gives you regular feedback on how your learning is developing. For collaborative projects, both within and across disciplines, each student's work is assessed individually against the learning outcomes and assessment criteria of the specific module in which the work is produced.

At the beginning of your programme you will be provided with a *Module Handbook* for each module, which contain information about the individual modules you will be studying. This includes what you are expected to learn within each module; the work that you have to submit; how it will be assessed and the deadline for submitting your work for assessment.

You will receive a final mark for each module in the form of a percentage, which will be recorded on your formal record of achievement (transcript). Each component of assessment is marked using a notched marking scale, whereby only certain marks are used within each banding of marks. The only marks available within any ten-point band are *2, *5 and *8 (eg. 42, 45, 48). These marks correspond to a low, mid, and high level of achievement within each banding of marks.

On successful completion of your Honours degree programme, you will be awarded a degree classification based on your module marks. The final classification is determined using all module marks at Level 6 using two different algorithms, which

are detailed in the *Assessment & Regulations Handbook* (available on the VLE and as a printed booklet). If the two algorithms produce different results, you will be awarded the higher class of degree. For further information on progression, awards and classifications, please visit the VLE.

Programme Structure

All students are registered for the award of BA (Hons).

For the award of a BA (Hons) you must have achieved a minimum of 360 credits of which a minimum of 240 must be at Level 5 or above, of which a minimum of 120 credits must be at Level 6. This qualification will be awarded upon successful completion of your programme.

A BA without Honours may be awarded if you have achieved 300 credits, at least 180 of which are at Level 5 or above, and at least 60 of which are at Level 6.

Programme Content

The programme content is structured to enable you to consolidate your prior knowledge, understanding and skills, and to develop increasing levels of expertise, independence and transferable skills in preparation for employment and future professional practice or postgraduate study. It provides a challenging learning experience and a comprehensive framework for assessment and progression that will enable you to gain recognition for your progress and achievement.

The programme consists of one Level lasting for one academic year of full-time study and is divided into modules, which vary in size and enable you to accumulate 120 credits at Level 6. A standard module represents 200 hours of study and is worth 20 credits (Minor Project, Dissertation and Professional Practice). The Final Major Project is a treble module and is worth 60 credits.

In the **Minor Project** module (20 credits), you identify, develop and realise a project that explores and extends your individual skills and knowledge in an area of particular interest in your specialist field of film-making and moving image production. The project requires you to research and identify a specific film festival that aligns with your work, and to negotiate, produce and submit an appropriate entry. Defined and planned within the Learning Agreement, this provides a basis for you as an emerging filmmaker in preparation for your own professional and creative practice, and enables you to measure your own work against national and international standards.

The **Dissertation** module (20 credits) provides the opportunity for extended research and academic investigation into an individual topic negotiated and agreed with your Dissertation Supervisor. The nature and content of your dissertation should support and enhance your creative practice and demonstrate an advanced level of critical analysis. It also equips you with a wide range of skills that can be applied to any area of information retrieval and analysis, and academic writing.

The **Final Major Project** module (60 credits) requires you to produce an extended body of work supported by in-depth intellectual enquiry, as well as research, planning, development and production of a film and/or moving image solution. The

outcome should be executed and presented to professional standards and may be published in a variety of platforms. The work is also prepared for the purposes of exhibition. Like the Minor Project, you identify and develop your own Final Major Project in negotiation with tutors and other interested parties through the Learning Agreement, and you should demonstrate your ability to manage a complex project with appropriate levels of independence.

Within the Final Major Project, a unique points system is used to assure parity of work load and assessment opportunity across the range of specialist roles which may be undertaken. The table below offers a guide, with each member of the crew needing to accrue 30 points on completion of the module. The detail of each role will be clarified and agreed within your individual Learning Agreement.

Specialism	Points	Guidelines
Director	30	Script/ Production Log/ Casting
Production Manager	30	Production Log/ Budget/ Location/ Actors
Camera/ DOP	15	Storyboards/ Recce notes/ Lighting Design/ Research
Sound	15	Sound Logs/ Recce notes/ Research/ ADR/ Foley/ Sound Edit
Editing	15	Continuity Supervisor/ Logs/ EDLs/ Research and notes
Scriptwriting	30	Offering a selection of original concepts two of which need to be selected and taken through to production OR one original concept and evidence of script advisor contribution on a second creative project

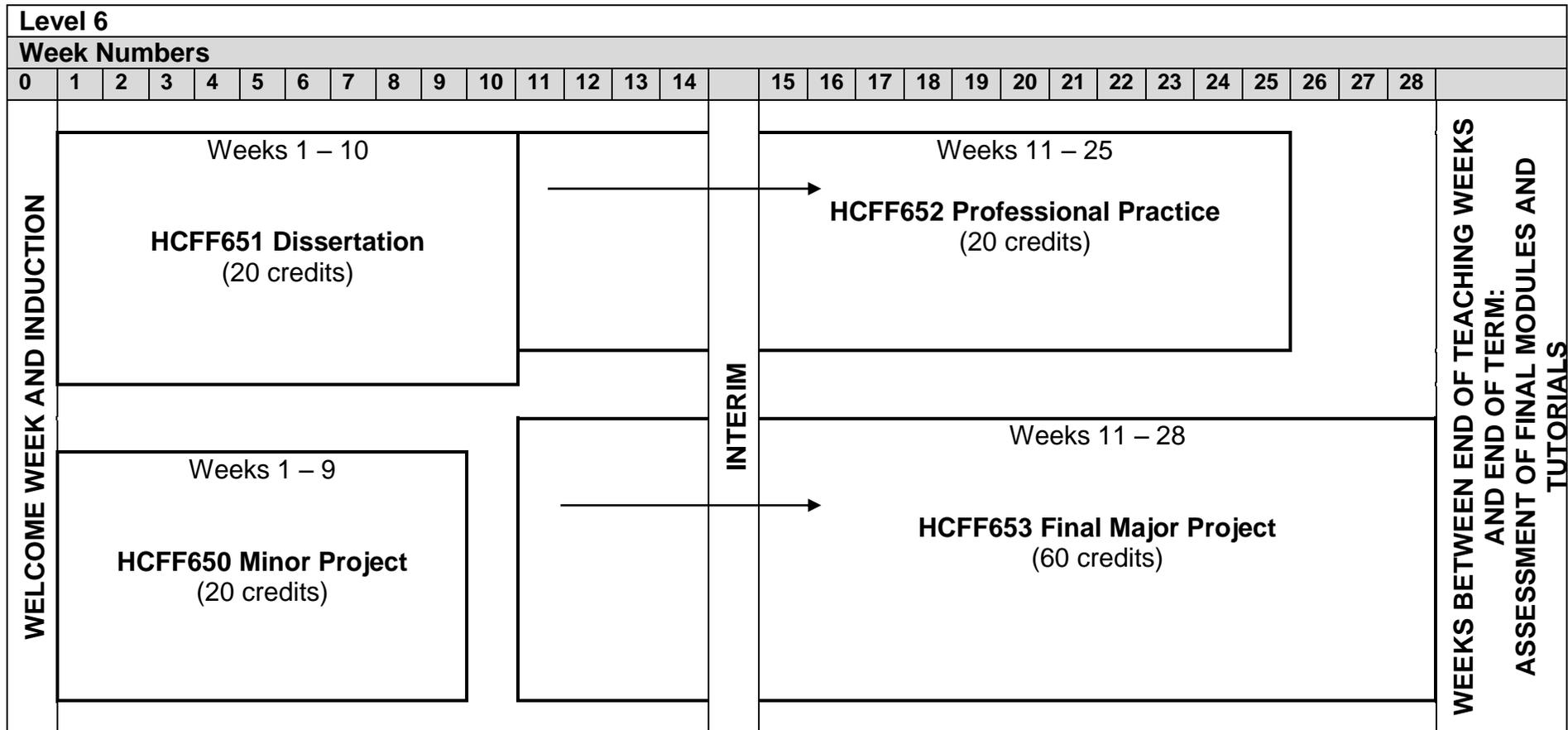
The **Professional Practice** module (20 credits) enhances your preparation for progression to employment, self-employment and/or postgraduate study through the research and production of a professional promotional portfolio. This will be appropriate to your individual career aspirations as a creative practitioner, and requires you to analyse your own employment potential in relation to relevant markets and industries.

Programme Modules

Module Code	Module Title	Credit Weighting
Level 6		
HCFF650	Minor Project	20
HCFF651	Dissertation	20
HCFF653	Final Major Project	60
HCFF652	Professional Practice	20

Programme Diagram

This schematic diagram shows the proposed start and end dates for each module. Assessment takes place at the end of each module and you will normally receive summative assessment feedback within 4 academic weeks of the original submission date. Further information on the structure of each module is included in your *Module Handbooks*.



Mapping of Module Learning Outcomes to Level Outcomes

Level 6	Minor Project	Dissertation	Final Major Project	Professional Practice
Level Outcome	20 credits	20 credits	60 credits	20 credits
Demonstrate a comprehensive and detailed knowledge of film and moving image production, including theoretical, technical, ethical and professional contexts	* LO1		* LO1	* LO1
Synthesise, evaluate and apply research from a diverse range of appropriate sources to make independent judgements and inform your specialist practice		* LO1	* LO2	
Demonstrate confidence and intellectual flexibility in identifying, defining and resolving complex problems including ethical and moral considerations	* LO2		* LO2	
Take responsibility for independent learning and decision-making, demonstrating effective reflection, evaluation, organisation and time-management	* LO2	* LO2	* LO3	
Effectively apply an appropriate range of practical and technical skills to resolve problems and produce professional outcomes for film and moving image and their related professional practice	* LO3		* LO2	* LO2
Demonstrate your readiness for employment, continuing professional development and/or postgraduate study, acknowledging the legal, ethical and sustainable constraints and professional expectations of the moving image and creative industries			* LO4	* LO3
Communicate effectively, confidently and professionally in a range of formats and across a range of media to specialist and non-specialist audiences, including potential employers in the film and moving image industries		* LO3	* LO5	* LO3

Resources

Library

The Library provides specialist art and design resources to support the learning, research and curriculum needs of both students and staff at CCAD. All new students receive a Library induction and a subject specific resource guide which is followed up by an information skills and e-learning session. Additional help is available within the Library for research and there is a proof reading service for essays and dissertations to check for spelling and grammatical errors.

The Library holds a variety of learning materials including books, academic journals, DVDs, and magazines. There is also a wide range of specialist electronic resources focusing on art, design and media, including e-books and e-journals. The Library resources are catalogued onto the Heritage Library Management System, which can be accessed either within the Library or by the online version via the VLE and CCAD portal.

The Library is Wi-Fi enabled and facilities include study spaces and a photocopier. The resources, and help from the knowledgeable, friendly staff, make the Library a popular space for work and study.

The Library consistently receives high scores in both the in-house and national student surveys, which are carried out annually.

Information technology

CCAD provides a comprehensive range of IT resources based around Windows PCs and Apple Macintosh computers using the latest in specialist hardware and software solutions. In our studio and open access facilities every computer is pre-loaded with the latest versions of Adobe Creative Cloud and Microsoft Office 365 applications. Specialist programmes demand specialist requirements and the College caters for this with IT resources utilising industry standard software and hardware solutions.

Studio and open access facilities are complemented by our Bring Your Own Device system allowing access of all your personal hand-held devices to our wireless network and the internet. Our internet provision employs the same network as used by all the major universities and colleges throughout the country and enjoys speedy access and unrivalled access.

IT resources are supported by a knowledgeable and friendly IT team that endeavours to put the student first and resolve any issues. IT support is accessible via our in-house helpdesk, which is open from 8.30am to 5pm from Monday to Thursday and from 8.30am to 4.30pm on Fridays, email: helpdesk@ccad.ac.uk. Out of hours IT support is provided on Mondays and Tuesdays from 5.00pm to 9.00pm.

Student Support

Academic Guidance

Academic staff are responsible for providing you with feedback on your work and your general academic progress, and for providing academic support and guidance through the programme. This is provided through “critiques” and written feedback, as well as guidance on practical work and informal discussion about your progress. These sessions may be individual or, in the case of collaborative work, in small groups.

Academic tutorials are scheduled to allow you to have in-depth discussions about your work, or the programme in general. You will be entitled to at least one formal recorded academic tutorial per semester with a nominated member of the Programme Team. For further information about academic tutorials, you can refer to the *Undergraduate Academic Tutorial Policy*, which is available on the VLE.

Support and advice is also provided on an informal basis throughout the programme, through discussions between staff and students.

Academic Support Team

The Academic Support Team provides additional taught sessions for all students in areas that will support your academic studies. These sessions are scheduled to align with the curriculum and relevant module deadlines and are delivered on a weekly basis throughout the academic year on topics including:

- Note taking
- Academic conventions (referencing)
- Academic research, reading and writing
- Time-management
- Definition of Summative and formative feedback
- Writing an evaluation
- Essay research, planning, writing and presentation
- Report writing
- Presentation of work
- Confidence-building
- Dissertation preparation (Level 5)
- Writing a Learning Agreement (Level 5 and Level 6)

In addition, the Academic Support Team provides one-to-one support tutorials for all students throughout the academic year. More information is available on the Academic Support section of the Study Skills site on the VLE.

Career Education, Information and Guidance

Advice and guidance for careers support and further training is offered throughout your programme and developed in the Professional Studies modules to help you understand the career routes available within your chosen profession. In addition to activities on your programme that will help to guide you towards your individual career path, it is important that you do your own additional research into potential careers. The academic staff on your programme, many of whom are creative

practitioners, will be able to give you further advice about careers in your subject area. In the Professional Studies modules, a variety of external business support specialists are invited into the College to talk to you about career planning and to offer advice about starting your own business. There is also a careers section in the Library.

Learning Support

Support for students with disabilities (including dyslexia)

CCAD is committed to the principles of equality and diversity and welcomes applications from students with a disability or learning difficulty. The College aims to support all students' individual needs wherever possible to enable all students to achieve their full potential.

If you experience a disability, mental health condition, specific learning difficulty eg. dyslexia, Autistic Spectrum Disorder, or long-term health condition, the Student Services team will support you to access additional funding (Disabled Students Allowances - DSA), which may fund the cost of any support needs you have. To help ensure you have all the support you need as quickly as possible, a member of the team will contact you before you enrol to ask about any support you need, and put in place interim support while they are helping you to access DSA funding.

In addition, all students are asked to complete a dyslexia screening test when they start their programme. This is called the LADS (Lucid Adult Dyslexia Screening) test, and helps to identify if you need any extra support, even if you have never accessed support before. If you do, the team will work with you to identify what support you need, and help you access further diagnostic tests and funding. The Student Services team can also offer dyslexic thinkers one-to-one support from a specialist tutor to help develop learning skills, as well as offering all students facilities such as a proof reading service via the Library.

Pastoral support and guidance

Support and advice on non-academic matters is provided through trained and qualified professional staff within the Student Services team. This includes an onsite counselling service, which you can access whether or not you have seen a counsellor before. This service is entirely confidential. If the counsellor feels that they are unable to support you or that you would benefit from a different type of service, they will discuss this with you, and help you to seek the support that is appropriate for you.

Advice and support with practical issues such as finance, funding, accommodation and welfare is also available from the Student Services team.

You can find contact details and further information about Student Services on the Student Services section of the VLE and in various printed booklets available on the noticeboard outside the Student Services office.

Monitoring the quality of your programme

The programme is subject to rigorous quality assurance procedures which involve subject specialist and peer review of the programme by the Arts University Bournemouth at periodic intervals, normally of 5 years. This process ensures that the programme engages with the QAA Quality Code.

In addition all programmes undertake an Annual Programme Review which takes account of relevant information such as:

- External Examiners' Reports
- Key statistics including data on application, retention and achievement
- Results of the National Student Survey [NSS]
- Results of the internal Student Perception Survey [SPS]
- Feedback from Student Representatives and Student Assemblies
- Feedback from relevant employer groups, including the Industrial Liaison Group [ILG]

All programmes develop an Action Plan from the Annual Programme Review process, which is monitored by the Programme Boards of Study, held twice a year. Your Student Representatives can keep you informed about progress against the Action Plan.

Staff development priorities for the Programme Team as a whole are identified through the Annual Programme Review process, and for individuals through the staff Performance Management process.

Indicators of Quality and Standards

All students on taught higher education programmes at CCAD are enrolled on a programme validated by the Arts University Bournemouth, which was granted taught degree awarding powers by the Privy Council in 2008; and University status was conferred in 2013.

In 2011, CCAD underwent a very successful IQER Summative Review, which made no recommendations for improvement and highlighted areas of good practice in the quality of higher education provision at the College. This was an excellent outcome, and confirms that our quality assurance mechanisms are robust, meaning that we can have full confidence in the standard of programme outcomes, and the quality of the educational experience we deliver.

Please note that this specification provides a concise summary of the main features of the programme.

More detailed information about studying on your programme at CCAD is available on the VLE.