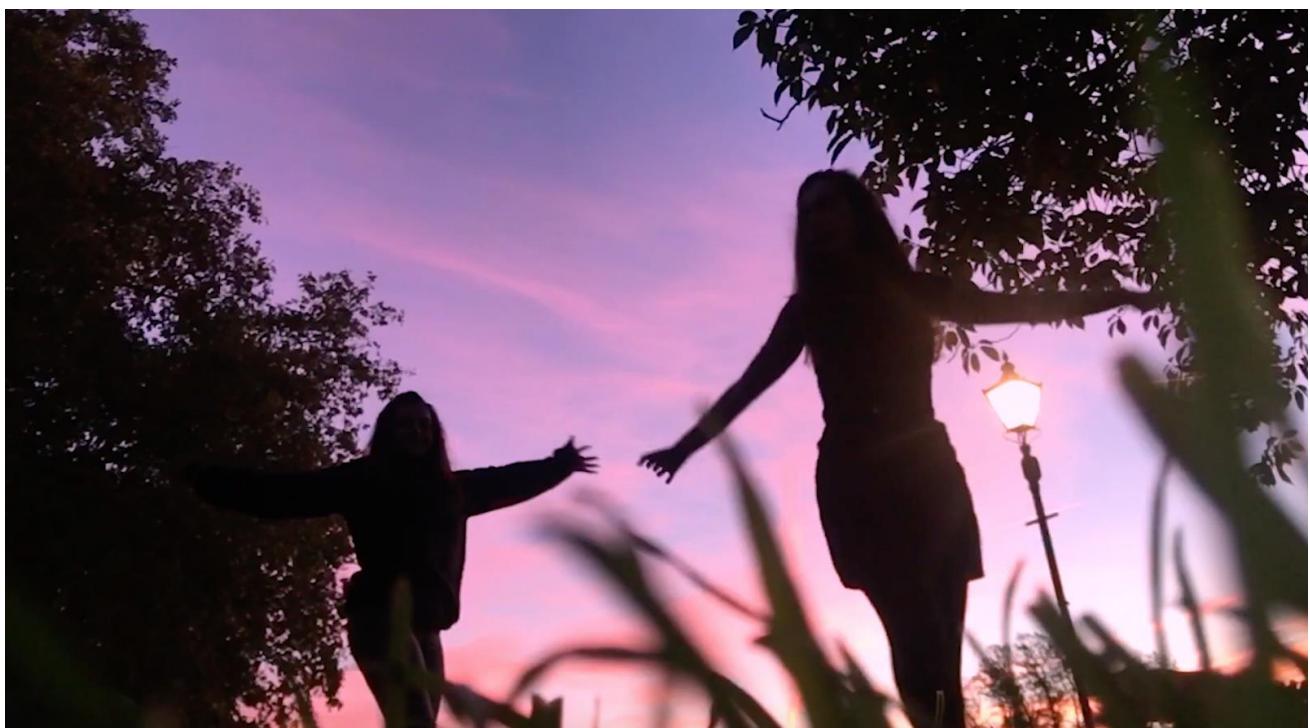


UAL Level 3 Diploma in Creative Media Production and Technology



**Student Handbook
2020-2021**

Welcome to the Course

Please read this handbook and keep it safe. It contains lots of information to help you understand your new course, the facilities on offer at West Thames College, and how your next two years will work.

The UAL Level 3 Diploma in Creative Media Production will run very differently from the GCSE structure which you may be used to. You will cover **8 Units** across your first year and another **5 in Year 2**: making 13 in total. **Each of these units will be assessed internally by your tutors and will contribute towards your final grade.**

Unit 8 and Unit 13 will form your **Final Major Project**, or FMP, which will be a self-led 10 week project in which you will propose an idea of your choice and go and make it happen. The result of this will form the majority of your final grade.

Your grades across the course will be **PASS, MERIT** or **DISTINCTION**. You might find it helpful to think of these as essentially C, B, A grades. At the end of your two year course, a Pass is broadly equivalent to 3 A-Levels at Grade C, a Merit is equivalent to 3 A-Levels at Grade B and a Distinction is equivalent to 3 A-Levels at Grade A. **If your work isn't good enough to Pass, or if there is anything from your submission missing, you will be placed on REFERAL and may fail.**

There are no set exams and your work is primarily portfolio based. Each of your units will follow an **Assignment Brief**, which will provide you with the guidelines and instructions for each unit. You must submit everything outlined in the Brief in order to Pass that unit. You must pass each Unit in order to pass the course.

You will learn a variety of industry focussed professional media production skills across your course, with the focus being on preparing you for your next steps; whether that be an apprenticeship, university or employment. Previous students are currently studying at all of the top media universities and working across the industry. We encourage you to make the most of your studies and the experience of your lecturers, who are all active practitioners working in the media industry. The more you put into your course, the more you will get out of it.



Karl Falconer
Level 3 Course Leader

Where To Get Help

Your first port of call if you have any problems is your SLA, **Jeremy Francis**. His office is in room **M116** and his direct line is **020 8326 2264**. Your SLA is there to help you sort out any financial or travel problems, emotional difficulties and a host of other issues which may affect your ability to succeed on the course.

Media Teaching Staff:

- Matthew Anderson (matthew.anderson@west-thames.ac.uk)
- Karl Falconer (karl.falconer@west-thames.ac.uk)
- Paul Muhammad (paul.muhammas@west-thames.ac.uk)

Course Leader Level 3 Media - Karl Falconer

Curriculum Quality Team Manager – Janna Cooper

Director of Creative Industries – Katrin Lehmann

Student Services

Student advice and counselling is staged by the nurse/counsellor and student advice. They can help you with **benefits, accommodation, personal counselling** and **general medical advice**. They are based in the Student Common Room.



Health services are provided by the counsellor who can help you with medical problems, offer advice and provide a **free and confidential counselling service**.

Accommodation can be a problem for anyone who is not living with their parents (and sometimes even when they are). Student Services can provide up to date lists of available accommodation in the area.

Benefits and Welfare advice is available too. If you are struggling financially or simply want to know what you are entitled to, ask the Student Services team. In some circumstances the college will pay for learning materials or travel expenses via the Access Fund. All of us have bad months, unexpected problems and issues to deal with, and there is no shame in asking for help when you need it.

The Learning Resources Centre (LRC)

The LRC is an essential place for you during your studies and somewhere you will need to become familiar with. Every aspect of your course involves research and engagement with the wider media industry. The library has a whole range of films, magazines, books and online materials, which will help you enrich your studies and allow you to get the most out of your course. There is a brand new selection of books for the media department, focussing on topics such as cinematography, editing, filming, sound, live-tv and more.



You will have been introduced to the LRC during your induction week. If you missed it, speak to your Course Leader or Personal Tutor so that this can be arranged. Please do not be afraid to ask the librarians for help in finding things – it's their job!

Common Room

In the common room, next to the student canteen you are able to play pool, table tennis, board games and video games, or just sit and chat. There are soft drinks and snack machines. The Student Union office and Student Services are based in the Common Room.

Student Union

The SU is elected each year from amongst the current students, and anyone enrolled at the college can stand for a post in the union. The union also runs clubs and societies and organises trips and annual events.

Attendance and Punctuality

Working at college may be very different from what you are used to at school and you will find yourself with more free time on your hands. **It is part of the process of growing up to be able to self-manage your time** and to use your free time in a way that will be beneficial to you. You will have plenty of coursework and weekly homework to complete outside of college hours.

You are expected to attend college and be punctual to all lessons. Even a small dip in your attendance will have a big impact on your teaching and learning time and may result in you being removed from the programme.

Term Dates

Term 1 – Autumn Term (15 weeks)

- Start Term – Monday 7th September
- End of Term – Friday 18th December
- Half Term – Monday 26th October – Friday 30th October

Term 2 – Spring Term (12 Weeks)

- Start of Term – Monday 4th January
- End of Term – Friday 1st April
- Half Term – Monday 15th February – Friday 19st February

Term 3 – Summer Term (10 Weeks)

- Start Term – Monday 19th April
- End Term – Friday 1st July
- Half Term – Monday 31st May – Friday 4th June
- Bank Holidays – Friday 3rd May / Monday 31st May

There are **two Parents Evenings** each year, when your parents can come in and talk to your lecturers. Towards the end of the summer term is the **Media Screening Evening**, which is a public showcase of your Final Major Projects. Last year's screening had over £1,000 worth of prizes donated from places such as the BFI, BAFTA, SKY and more.

Classroom Rules

1. No smoking
2. No food or drink
3. No mobile phones in class
4. Put rubbish in the bins provided
5. Hats, coats, hoodies to be removed in classrooms
6. Treat your tutors, classmates, kit and rooms with respect
7. Report any damages or accidents to a member of staff immediately

Disciplinary Process

Hopefully, this part of the booklet will never be relevant to you. The college and the media department operate a strict policy regarding behaviour, achievement and attendance, and failure to comply with the college's systems and rules will result in action being taken. The Media Department in particular have a good record of students progressing onto many of the top universities and employers, with a high proportion of students achieving Merit and Distinction at the end of the course. This

is what we can offer you, but **we expect high standards in return**. Failure to comply with any of the agreements in your student contract will trigger the start of the disciplinary process and may see you removed from the course.

Online Study

All of the information for your course is located on our online website here (<https://l3media.home.blog/>). Assignment Briefs are stored here, resources for Homework and updates regarding trips, work experience and opportunities are also kept here. **Make sure you have this link saved and that it is easy to access.**



Your tutors will email you often regarding work and this may be a regular form of contact as term goes on. Please make sure your tutors have your most convenient email address. **You must get into the habit of checking your email regularly so that you don't miss important updates, as these are sometimes sent at short notice.**

WIX

You will have to create a website, which will work as a **digital portfolio** for your work throughout the course. **You should submit all work via your website and via Teams.** You will be guided through the setup of your Wix and Teams during induction, but you are advised to keep it professional and organised. This is what your examiner will inspect to grade your work at the end of the course.

Maths and English

Alongside your vocational course you may need to complete **Functional Skills** in English and Maths if you do not have GCSE's at a grade C (4) or above. **It is essential that you attend these sessions, as failure to do so will jeopardise your position on your media course and may prevent you passing.** You should also see the benefit to working on your Maths and English qualifications, as this will be a key requirement for University or Job applications in the future.

Self-Directed Study

You will be given a lot of work to do outside of your classes – this will include watching films, reading and researching, completing homework and coursework tasks. You have time in your timetable to complete these tasks. If you use this time wisely, you won't have to do any work outside of college. The decisions you make about the way you choose to spend your time and balance your workload will have big consequences, and it is part of maturing to make sure you can manage your own time effectively. These timetabled sessions are important and attendance is compulsory.

Work Experience

The single best way for you to develop your skills in media production is through work experience. We have strict expectations for all students, and you will be completing a piece of work experience as part of your units before Christmas. More information will be given to you by your Course Leader in due course.

Plagiarism

Plagiarism is a term to describe what happens when you copy work from somebody else and claim it as your own. **This is a serious offense, and in the outside world it is a criminal act**, so as you might expect, the college takes this very seriously. Your written work is scanned through systems which can detect plagiarism, so you must ensure that all work is your own. **DO NOT assume that you will get away with it or that it won't be spotted**: in 2019, a media student was removed from college and failed the course for making this same assumption.

There are times when you may want to quote other people's work, and you should be looking at a range of books and films as part of your research. The key is to make sure you properly reference that work is from another source. You will be taught how to do this as part of Unit 2.

Our Commitment To You

In return for good attendance, respectful behaviour and following the guidelines above, the college and the media department make a series of commitments to you. We will:

- Treat you **fairly**, with **respect**, without **discrimination**
- Provide **outstanding** tutoring and **expert knowledge** in an engaging and relevant course **designed to help you get a job**
- Provide **regular, on-going feedback** to help you improve
- Offer **advice** and **support** through our open-door policy to best support you through your studies

- Provide a **welcoming** and **safe** environment in which to learn
- **Celebrate** and **recognise your achievement** and help you develop your skills to get where you want to be

KIT

During your time at West Thames, you will use a variety of different kit in the creation of your projects. **Kit must be booked out using the appropriate form and signed out by your tutor.** You must provide a £5 deposit in order to book out kit, which will be responsible to the student named on the form. If you are working in groups, you must nominate a person to be responsible for the kit.

All kit must be returned on time and any damages reported immediately. Failure to do so may result in you being banned from further equipment hire. If you are banned, you will be unable to book out equipment.

You should treat the kit with respect.

When working off-site, you must be aware of the value of the kit you are carrying and the potential risk to yourself, and must therefore act in a professional manner at all times. Kit can be taken overnight in exceptional circumstances, when effective planning is presented to your tutor.



If you are running late and your kit will not be returned on time **you should aim to let the technician know as soon as possible.**

Check your kit before you go filming. Make sure you have SD cards / make sure batteries are charged etc. If you decide to use any of your own kit, this is at your own risk.