

**UNIVERSITY OF  
LEADING  
THE WAY  
WESTMINSTER**  
**PROGRAMME SPECIFICATION**

**Course record information**

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| Name and level of final award: | <b>BA (Hons) Television Production</b><br>The BA (Hons) Television Production is a BA (Hons) degree that is Bologna FQ-EHEA first cycle degree or diploma compatible. |
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| Name and level of intermediate awards: | BA Television Production<br>Diploma of HE in Television Production<br>Certificate of HE in Television Production |
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| Awarding body/institution: | University of Westminster |
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| Teaching Institution: | University of Westminster |
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| Status of awarding body/institution: | Recognised Body |
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| Location of delivery: | Harrow Campus |
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| Language of delivery and assessment: | English |
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| Mode, length of study and normal starting month: | Three years full time. September start. |
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| <u>QAA subject benchmarking group(s)</u> : | <u>Communication, Media, Film and Cultural Studies</u> with additional consideration of <u>Art and Design</u> |
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| Professional statutory or regulatory body: | N/A |
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| Date of course validation/review: | February 2015 |
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| Date of programme specification approval: | July 2015 |
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| Valid for cohorts: | 2016/17 levels 4 and 5, 2017/18 levels 4,5 and 6 |
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| Course Leader | Jane Thorburn |
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| UCAS code and URL: | P311<br><a href="http://www.westminster.ac.uk/courses/undergraduate">http://www.westminster.ac.uk/courses/undergraduate</a> |
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## Course Overview

BA (Hons) Television Production is a course that combines critical analysis with hands on practical skills focused on how Television programmes are conceived, produced, commissioned and distributed in a digital Broadcast and Multi-platform environment. Students work across a digital work flow supporting single camera and multi camera studio production modes and produce programmes across all genres; from Documentary and Drama series, to TV Commercials, Virals and Studio Entertainment shows. Practical skills in editing, camera operations, sound recording, lighting and graphics are underpinned by critical analysis of the ever-changing globalised broadcast and digital media industries.

The course is taught through a mix of lectures, group tutorials and workshops, supporting the development of both practical and critical academic skills. Students work with industry standard facilities and equipment, television industry experienced teaching staff and highly rated academics. We use a variety of assessment methods, including practical projects, presentations, written work, blogs, websites, and reflective writing.

This course is designed to equip students for professional achievement in the television and digital media industries by preparing them for the challenge of a multi-skilled, mixed portfolio career. Graduates have a high employment rate in many aspects of the media industries, including television direction, production, editing and visual effects; broadcast television drama and documentary productions; new media and branded content; studio entertainment productions, TV commercials, the corporate television sector, children's television, sports broadcasting and music video production.

Our graduates leave equipped with knowledge, skills and a mindset necessary to thrive in the creative industries. The course capitalises on the benefits that London has to offer, particularly through our connections with the many production companies based in the City. (See 'Work Experience and Live Projects' section)

## What are the minimum entry requirements for the course?

There are standard minimum [entry requirements](#) for all undergraduate courses. Students are advised to check the standard requirements for the most up-to-date information.

[westminster.ac.uk/courses/undergraduate/how-to-apply](http://westminster.ac.uk/courses/undergraduate/how-to-apply)

For most courses a decision will be made on the basis of your application form alone. However, for some courses the selection process may include an interview to demonstrate your strengths in addition to any formal entry requirements.

More information can be found here: [westminster.ac.uk/courses/undergraduate/how-to-apply](http://westminster.ac.uk/courses/undergraduate/how-to-apply)

## Aims of the course

The BA (Hons) Television Production has been designed to:

- Enable the student to develop technical skills to facilitate the production of Television programmes and in both single and multi-camera modes of production.
- Equip the student with a portfolio of skills and attributes that are necessary for a multi skilled mixed portfolio career in the creative industries
- Develop the student's ability to participate in critically informed debate around the media industries.
- Aid the student in situating their work in relation to contemporary critical debate in the discipline.
- To provide students with insights into the social context of media practices, making them more aware and adaptable in the face of global technological and social change.
- Enable the student to develop transferable skills applicable within a variety of media and other professional working environments.
- Prepare students for postgraduate study in related practical and theoretical disciplines.
- Develop technological skills necessary for the convergence of online digital and Television Broadcast media.

## What will you be expected to achieve?

Learning outcomes are statements on what successful students have achieved as the result of learning. These are threshold statements of achievement (i.e. they describe the minimum pass level), and the learning outcomes broadly fall into four categories:

- The overall **knowledge and understanding** a student will gain from the course (KU)
- **Professional and personal practice** learning outcomes are specific skills that a student will be expected to have gained on successful completion of the course (PPP)
- **Key transferable skills** that a student will be expected to have gained on successful completion of the course (KTS)
- **Graduate attributes** are characteristics developed during the duration of the course. These are mapped against the Course Learning Outcomes below, in Appendix 1

Course learning outcomes are not delivered exclusively within individual modules but underpin the entire programme. For a comprehensive overview Appendix 1 maps the CLO's in relation to individual modules across all levels to illustrate this overarching principle.

Note that individual modules have module-specific learning outcomes (identified in Module Proformas, which are published in the Course Handbook).

#### **Level 4 learning outcomes**

##### **Upon completion of level 4 a student will be able to:**

KU 4.1 Demonstrate awareness of practical skills across a range of Broadcast Television technologies following a digital workflow from acquisition to distribution

KU 4.2 Demonstrate awareness of the history of Broadcast Television industries and the organisation of content into established core genres.

KU 4.3 Demonstrate an awareness of the key debates that underpin social, political and economic analysis of global media.

PPP 4.1 Develop an awareness of core producing and production management skills, required for the production of a Television programme.

PPP 4.2 Develop an awareness of the writing skills that underpin content creation for Television production.

PPP 4.3 Research and understand the key production roles and their functions on a TV production crew

KTS 4.1 Communicate in written, oral and audio-visual modes, acknowledging academic standards, professional protocols and a range of audiences

KTS 4.2 Manage study time and information, taking responsibility for your own learning, with external guidance

KTS 4.3 Work effectively with other students as a member of a group, and meet obligations to your peers and to staff

#### **Level 5 learning outcomes**

##### **Upon completion of level 5 a student will be able to:**

KU 5.1 Demonstrate in depth awareness of practical skills following a digital workflow from acquisition to distribution across a diverse range of programmes

KU5.2 Demonstrate in depth awareness of the history of Broadcast Television industries and the organisation of content into established core genres with reference to key texts.

KU 5.3 Demonstrate in depth awareness of the key debates that underpin social, political and economic analysis of global media industries and contemporary developments driven by converging technologies and evolving modes of production.

PPP 5.1 Develop in depth, awareness of core producing and production management skills, required for the production of a Television programme across a range of genres.

PPP 5.2 Participate and critically reflect on the content creation process that underpins Television production across a number of genres.

PPP 5.3 Demonstrate an in depth understanding of key production roles on a TV production crew and develop and identify potential workplace engagements.

KTS 5.1 Effectively communicate in written, oral and audio-visual modes, engaging with academic standards, professional protocols and a range of audiences

KTS 5.2 Manage study time and information, taking responsibility for your own learning, with limited guidance

KTS 5.3 Work effectively with others, demonstrating an ability to participate in an exchange of ideas and methods

## **Level 6 learning outcomes**

### **Upon completion of level 6, student will be able to:**

KU 6.1 Demonstrate in comprehensive depth awareness of practical skills following a digital workflow from acquisition to distribution across longer form single camera and multi camera productions.

KU6.2 Demonstrate in comprehensive depth the history of Broadcast Television industries and the organisation of content into established core genres with reference to key texts.

KU 6.3 Demonstrate in comprehensive depth awareness of the key debates that underpin social, political and economic analysis of global media industries and contemporary developments driven by converging technologies and evolving modes of production.

PPP 6.1 Develop in comprehensive depth, producing and production management skills required for the production of a Television programme across a range of genres.

PPP 6.2 Demonstrate a comprehensive understanding of the process of content creation underpinned by key areas of research including targeting audiences, developing and pitching ideas in light of channel commissioning policies and legal and compliance issues.

PPP 6.3 Demonstrate a comprehensive understanding of key production roles on a TV production crew, self-manage professional development and identify potential employment opportunities.

KTS 6.1 Effectively communicate in written, oral and audio-visual modes, meeting academic standards and professional protocols, and involving a range of audiences

KTS 6.2 Manage study time and information, taking responsibility for your own learning, and apply critical reflection to this process

KTS 6.3 Work effectively with others, recognising the varied contributions and roles that result in effective collaborative working and offering of leadership or support as appropriate

## **How will you learn?**

The teaching and learning methods on the course are directly related to the aims and learning outcomes identified above. The learning journey is designed to lead the student from acquisition of skills and a broad understanding of key theoretical concepts, to focused knowledge, in-depth analysis and advanced skills by the end of the course.

To achieve these objectives the course delivers a series of practical modules that support increasing depth of skills and knowledge across the three years of the course. These develop innovative and creative possibilities for future media industry employment opportunities.

The course is designed to integrate theory and practice throughout. Modules at levels 5 and 6 (2nd and 3rd year) address work-related skills to support career development, including a short period of work experience in level 5. Students can also apply to study part of the second year abroad with one of our overseas exchange partners. If this option is chosen then students will take all of the core course modules in one semester and replace the optional modules with equivalent modules at the exchange University for one entire Semester,

At all levels teaching includes lectures and seminars on one hand, and practical media workshops, group activities and tutorials on the other, together with supervised use of facilities.

Students receive continuous formative feedback in practice workshops from the module leader and peers. Practice based modules conclude with a screening where peer review is welcomed. This is a valuable opportunity for students to participate in and develop knowledge and understanding directly with their contemporaries.

The scheduled / supervised time represents only a proportion of study for each module (approximately one third overall). The remaining time is self-managed by the student, so offering scope for creative experimentation, exploration and the emergence of the autonomy required in professional life. Inde-

pendent learning and self-management are important key transferable skills embedded across all levels of the course.

Core theory lectures in levels 4 & 5 (years 1 and 2) address the whole year group, whereas practical workshops are generally limited to around twenty-five students or fewer. The final year Dissertation and Major Project are supported through focused one-to-one tuition and production group workshops. Production groups for final projects vary in numbers from smaller Documentary groups of 5-6 students and Multi Camera studio project groups of 15-20 students.

We support our modules with online material through Blackboard, the University's Virtual Learning Environment. This material includes practical examples, technical support, key references, discussion groups, blogs, video tutorials and many other resources to support learning.

## How will you be assessed?

Practical modules are typically assessed through a combination of; submitted finished programmes accompanied by a reflective log which accounts for the creative journey; a critical analysis which assesses the success of the project in meeting its stated aims, whilst relating the outcome to relevant critical theory; Production logs providing evidence of planning, research material and legal compliance and finally peer assessment either in the form of peer review or offering a critique at the regular screenings of produced work.

Theoretical modules and some fusion theory modules draw upon a range of assessment methods, including written work, seminar presentations, research plans, visual essays and online study tasks.

Clear Assessment Criteria are stated in module documents, and these are linked to the module Learning Outcomes that are located in the Module Handbook.

Students receive written feedback from all assessments, and this directly relates to the assessment criteria for each module. Students also have an opportunity to discuss the outcome with module staff.

As already mentioned above, formative feedback is given throughout modules in tutorials, and group discussions, and in the final screening in practical modules. It is designed to inform students of areas for improvement, and of current strengths which are to be nurtured and developed.

Assessment seeks to encourage developing skills in critical judgement and self-evaluation.

Some modules assess learning outcomes from another module (called 'synoptic assessment'). This allows the student to combine elements of learning from different modules and show accumulated knowledge and understandings, especially where theory can be situated in practice. It also helps to reduce formal assessment and so ensure that the student has as much time and opportunity as possible to develop skills, knowledge and experience.

Currently the percentage split on BA Television Production between practical and theoretical elements of the course is 60:40.

## Employment and further study opportunities

University of Westminster courses capitalise on the benefits that London as a global city and as a major creative, intellectual and technology hub has to offer for the learning environment and experience of our students.

University of Westminster graduates will be able to demonstrate the following five Graduate Attributes:

- Critical and creative thinker
- Literate and effective communicator
- Entrepreneurial
- Global in outlook and engaged in communities
- Socially, ethically and environmentally aware

These Graduate Attributes are oriented towards student employability after completion of the course, and are aligned to the Course Learning Outcomes as illustrated in Appendix 1.

Graduates have a high employment rate in many aspects of the media industries, including television direction, production, editing and visual effects; broadcast television drama and documentary productions; new media and branded content; studio entertainment productions, TV commercials, the corporate television sector, children's television, sports broadcasting and music video production. Our location in London facilitates finding such employment, as this is a global hub for the media and cultural industries.

The BA Television programme has a strong record in preparing graduates for postgraduate study across a range of both practical and theoretical disciplines, as well as postgraduate teacher training.

Graduate employment and opportunities in the media industries are constantly shifting, and graduates from this course have demonstrated their responsiveness to these changes. We regularly monitor graduate career destinations, and reflect on this information in the planning of the course curriculum.

### Work Experience and Live Projects

All level 6 students take the core module '*Television and Media Professional Practice*' which includes a minimum requirement for 10 days work experience. This requires students to reflect on their skills and to produce a Personal Development Plan based on their skills and experience in the industry. Many students also undertake a very diverse range of professional experience at other stages of the course, often at a high professional level.

Opportunities and internships generated by industry contacts are regularly posted via Blackboard to all students on the course. The University's location in London facilitates students in finding work experience (or live projects), with numerous opportunities available within the media industries of the city.

Students are also encouraged to successfully integrate all such opportunities into the general programme of study. Our aim is to foster a culture of gathering expertise, building professional networks, and expanding academic learning with the knowledge and skills gained in live media environments. Production companies where students regularly undertake Internships and work experience and where Television Production Alumni are employed include: BBC Science, BBC Drama, Sky Sports, ITV, ITN, Good Morning, Breakfast, Channel 4, Disney Europe, Disney Nordic, Turner Network Television, Bedlam Productions, Big Brother, Endemol, Talk Back, Tiger Aspect, Propellor TV and Fountain Studios.

Students are offered regular opportunities to attend Master Classes run by The Royal Television Society and Creative Skillset.

### Course structure

This section shows the core and option modules available as part of the course and their credit value. Full-time Undergraduate students study 120 credits per year. Course structures can be subject to change each academic year following feedback from a variety of sources.

| Credit Level 4 |  |        |           |      |
|----------------|--|--------|-----------|------|
| Module code    | Module title                                     | Status | UK credit | ECTS |
| 4TVPR003W      | Introduction to Television Production Skills     | Core   | 20        | 10   |
| 4TVPR002W      | Further Television Production Skills             | Core   | 20        | 10   |
| 4TVPR004W      | Producing Drama for Broadcast and Digital Media. | Core   | 20        | 10   |
| 4TVPR001W      | Introduction to Contemporary Media Theory        | Core   | 20        | 10   |

|  |  |        |    |    |
|--|--|--------|----|----|
| 4TVPR006W  | Television, History and Cultures           | Core   | 20 | 10 |
| 4TVPR005W  | Television Drama: Past, Present and Future | Option | 20 | 10 |
|  | Transmedia /cluster options                | Option | 20 | 10 |
| <b>Award of Certificate of Higher Education in Television Production available</b> |  |        |    |    |

| <b>Credit Level 5</b>  |   |               |                  |             |
|--|---|---------------|------------------|-------------|
| <b>Module code</b>   | <b>Module title</b>   | <b>Status</b> | <b>UK credit</b> | <b>ECTS</b> |
| 5TVPR001W  | Adverts and Promotional Shorts                                    | Option        | 20               | 10          |
| 5TVPR003W  | Factual Television Production                                     | Core          | 40               | 20          |
| 5TVPR002W  | Alternative TV  | Option        | 20               | 10          |
| 5REME001W  | Research & Synthesis Researching for the Media & Communications ‡ | Core          | 20               | 10          |
| 5TVPR004W  | Global Television Formats   | Core          | 20               | 10          |
|  | Transmedia Cluster options  | Option        | 20               | 10          |
| <b>Award of Diploma of Higher Education in Television Production available</b> |   |               |                  |             |

| <b>Credit Level 6</b>                                  |   |               |                  |             |
|--|---|---------------|------------------|-------------|
| <b>Module code</b>                                     | <b>Module title</b>                         | <b>Status</b> | <b>UK credit</b> | <b>ECTS</b> |
| 6TVPR001W  | Advanced Television Projects                | Core          | 60               | 30          |
| 6TVPR002W  | Dissertation/Television * ‡                 | Option        | 40               | 20          |
| 6RETV001W  | Extended Research Essay* ‡                  | Option        | 20               | 10          |
| 6TVPR003W  | Television and Media Professional Practice. | Core          | 20               | 10          |
|  | Optional Cluster Module                     | Option        | 20               | 10          |
| <b>Award BA Television Production available</b>        |   |               |                  |             |
| <b>Award BA (Hons) Television Production available</b> |   |               |                  |             |



Please note: Not all option modules will necessarily be offered in any one year.

\* Indicates that students must take one of these modules. If students opt for the Extended Research Paper it must be taken with another optional theory module of 20 credits, and the course leader must agree that elective.

‡ Indicates modules with a pre-requisite (a module that must be passed first): Researching for the Media & Communications (level 5) is a pre-requisite for both of the Long / Extended Research Paper.

### **Professional Body Accreditation or other external references**

BA (Hons) Television Production is accredited by [Creative Skillset](#), the industry skills body for the Creative Industries. This accreditation confirms that the course offers industry focused and professionally oriented learning, high quality work experience, and maintains engagement with its graduates as they develop their careers.

### **Academic regulations**

The current Handbook of Academic Regulations is available at [westminster.ac.uk/academic-regulations](http://westminster.ac.uk/academic-regulations)

# How will you be supported in your studies?

## Course Management

**BA Television Production** is managed by a Course Leader, and is grouped with a number of other courses in the Faculty of Media, Arts and Design on the Harrow Campus. The Dean of Faculty and other senior Faculty staff provide support and management at their respective levels, enhancing the specific role of the Course Leader.

The staff team also collectively support the management of the course through responsibilities for individual modules, workshop areas and contributions to planning.

The professional and research practice of course staff is employed in improving the delivery of the course to ensure that we reflect current and emerging real-world concerns and demands. Regular staff meetings ensure this, as well as formal and informal interaction between the staff and outside industry professionals. Key course staff are members of the Higher Education Academy, the professional body for academics in higher education. All course staff participate in annual appraisal and observation of their teaching by their colleagues. This can inform staff development through course or conference attendance and research / professional activity.

## Academic Support

Upon arrival, an induction programme will introduce students to the staff responsible for the course, the campus on which will be studying, the Library and IT facilities, additional support available and to the Faculty Registry Office. Students will be provided with the Course Handbook, which provides detailed information about the course. Students are allocated a personal tutor who can provide advice and guidance on academic matters.

## Learning Support

The University uses a Virtual Learning Environment called Blackboard where students can access course materials, and can communicate and collaborate with staff and other students.

The Academic Learning Development Centre supports students in developing the skills required for higher education. As well as online resources in Blackboard, students also have the opportunity to attend Study Skills workshops and one-to-one appointments.

Learning support includes four libraries, each holding a collection of resources related to the subjects taught at that site. Students can search the entire library collection online through the Library Search service to find and reserve printed books, and access electronic resources (databases, e-journals, e-books). Students can choose to study in the libraries, which have areas for silent and group study, desktop computers, laptops for loan, photocopying and printing services. Several computer rooms are available at each campus where desktop computers are available with the general and specialist software that supports the courses taught at the Faculty. Students can also securely connect their own laptop and mobile devices to the University wireless network.

## Support Services

The University of Westminster Student Affairs department provides advice and guidance on accommodation, financial and legal matters, personal counselling, health and disability issues, careers, specialist advice for international students and the chaplaincy providing multi-faith guidance. The University of Westminster Students' Union also provides a range of facilities to support students during their time at the University.

### **How do we ensure the quality of our courses and continuous improvement?**

The course was previously reviewed and approved by a University Validation Panel in 2013. The panel included internal peers from the University, academic(s) from another university and a representative from industry. This process helps to ensure the comparability of the course to those offered in other universities and its relevance to employers.

The course is also monitored each year by the Faculty to ensure it is running effectively and that issues which might affect the student experience have been appropriately addressed. Staff will consider evidence about the course, including the outcomes from Course Committees, evidence of student progression and achievement and the reports from external examiners, to evaluate the effectiveness of the programme of study. Each Faculty puts in to place an action plan. This may for example include making changes on the way a module is taught or assessed, or even how the course is structured in order to improve the delivery. In such cases an approval mechanism is operated.

A Course review takes place periodically to ensure that the curriculum is up-to-date and that the skills gained on the course continue to be relevant to employers. Students meet with review panels to provide feedback on their experiences. Student feedback from previous years e.g. from Course Committees is also part of the evidence used to assess how the course has been running.

### **How do we act on student feedback?**

Student feedback is important to the University and student views are taken seriously. Student feedback is gathered in a variety of ways.

- Through Course Committees students have the opportunity to express their voice in the running of their course. Student representatives are elected to Committee to expressly represent the views of their peers. The University and the Students' Union work together to provide a full induction to the role of the student representatives.
- Each Faculty also has its own Faculty Student Forum with student representatives; this enables wider discussions across the Faculty. Student representatives are also present on key Faculty and University committees.
- All students are invited to complete a questionnaire before the end of each module. The feedback from this will inform the module leader on the effectiveness of the module and highlight areas that could be enhanced.
- The University also has an annual Student Experience Survey, which seeks the opinions of students about their course and their University experience. Final year Undergraduate students will be asked to complete the National Student Survey, which helps to inform the national University league tables.

## **For more information about this course:**

Course Leader:  
Jane Thorburn  
J.Thorburn@westminster.ac.uk 020 350 68040

Admissions & Marketing Office:  
harrow-admissions@westminster.ac.uk  
020 7911 5903

**Please note:** This programme specification provides a concise summary of the main features of the course and the learning outcomes that a student might reasonably be expected to achieve and demonstrate if s/he takes full advantage of the learning opportunities that are provided. This specification should be read in conjunction with the Course Handbook provided to students and Module Handbooks, which provide more detailed information on the specific learning outcomes, content, teaching, learning and assessment methods for each module.

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