

# Programme Specification



## **HND Photography** **2020/21**

<b>Programme Title</b>	HND Photography
<b>Awarding Body</b>	Pearson/BTEC
<b>Teaching Institution</b>	Shrewsbury Colleges Group
<b>Title of final Award</b>	Pearson BTEC Level 5 Higher National Diploma in Art and Design (Photography)
<b>Intermediate Awards</b>	Pearson BTEC Level 4 Higher National Certificate in Art and Design (Photography)
<b>Approval Date/Review Date</b>	
<b>Mode of Study</b>	Full time
<b>Course Length</b>	Two years
<b>Course Code</b>	FLR4PHG
<b>UCAS Code</b>	
<b>QAA Subject Benchmarks</b>	N/A
<b>JACS Code</b>	
<b>Accrediting Professional/Statutory Body</b>	 <p>The Pearson BTEC Higher Nationals in Art and Design (Photography), QCF, have been developed with career progression and recognition by professional bodies in mind. It is essential that learners gain the maximum benefit from their programme of study. For the British Institute of Professional Photography (BIPP), learners following Photography specialist units could be working towards Licentiatehip (LBIPP). This is an entry-level qualification for the BIPP, showing an established professional level of skill and competence. The BIPP provides information on the application process and the Professional Qualifying Programme (PQP), on their website.</p>
<b>Accreditation Type</b>	QCF
<b>Accreditation Details</b>	See <a href="http://www.qcf.org">www.qcf.org</a>
<b>Criteria for Admission to the Programme</b>	All applicants are individually assessed on their qualifications, skills and experience. However, a typical A-Level, BTEC or other L3 study programme offer will be 64 UCAS tariff points (2018). GCSE or equivalent in Maths and English or willingness to work towards. International applicants require a current IELTS 5.5 score, with no single skill being below 5. Accreditation may be given for prior learning both academic and work based.
<b>Minimum/Maximum Numbers</b>	Minimum 6          Maximum 20 per group Applicants will be advised w/c the 2 <sup>nd</sup> September 2018 if insufficient numbers have been recruited to make course viable.
<b>Course Fee</b>	£6,500 per year
<b>Additional Costs</b>	Students must supply their own materials for the course, items such as darkroom chemicals are covered by the college. All other consumables must be purchased.
<b>Date of Production</b>	27 <sup>th</sup> July 2017
<b>Proposed Revision Date</b>	20 <sup>th</sup> June 2020
<b>Date Revised</b>	June 2017

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This Programme Specification contains an overview of HNC/D Photography and how it will be taught and assessed at Shrewsbury Colleges Group. At the end of the document you will find some more general information on support and guidance available to you whilst studying with us. This document should be read in conjunction with the Pearson BTEC Higher National Specification for this award.

<https://qualifications.pearson.com/content/dam/pdf/BTEC-Higher-Nationals/Art-and-Design/2017/specification-and-sample-assessments/btec-hn-ad-2017.pdf>

We hope you choose to come and study with us at Shrewsbury Colleges Group and take advantage of the opportunity to access Higher Education locally in Shropshire. Additional information on student learning support, finance and our policies and procedures can found on our website at: <https://www.scg.ac.uk/higher-education>

At Shrewsbury Colleges Group we are committed to providing vocationally relevant arts education for the creative industries and enabling our students to both enjoy a creative journey and gain crucial employability skills within their chosen area. We strive with our students to make the creative journey from student to working professional achievable and enjoyable. All creative courses provide challenge and enable our students to both express themselves and understand their work in a wider context through research and analysis of the work of others. We are building our visiting lecturer and study visits programme, to provide a programme of both personal and professional development for all of our students. In Creative

Arts we do recognise that not all of our learners will be involved in career changing and perhaps have come to Photography after a full working life, for these students we involve them fully in the working life of our faculty and they provide a great sounding board for some of younger students. A cultural mix of age's abilities and outlooks provide for a healthy and dynamic creative atmosphere that benefits all our learners. We welcome you and look forward to working with you throughout your course here at Shrewsbury Colleges Group.

## Staff Profiles



**Higher Education Lead: Helen Fellows**

**Telephone: (01743) 342439**

Email: [helenf@shrewsbury.ac.uk](mailto:helenf@shrewsbury.ac.uk)

Helen manages and oversees the quality of Higher Education at Shrewsbury Colleges Group.



**Curriculum Leader for Art & Design: Helen Morgan**

**Telephone: (01743) 235491**

Email: [heleng@shrewsbury.ac.uk](mailto:heleng@shrewsbury.ac.uk)

Helen is the Curriculum Leader for Art & Design and manages this provision from the English Bridge Campus. Helen has had 20 years of experience in teaching and managing Art and Design courses at different levels from level 2, level 3, Foundation Diploma and Higher Education courses.

**Course Tutor: Amy Jackson**



Email: [amyj@shrewsbury.ac.uk](mailto:amyj@shrewsbury.ac.uk)

Amy's interests lie within editing and photo manipulation both physically and digitally and focuses on abstract and experimental content. Amy has previously worked at Warp films in Sheffield and worked on *This is England 90* among other projects during that time.

**Course Leader for HND Photography: Claire Davies**



Email: [claired@shrewsbury.ac.uk](mailto:claired@shrewsbury.ac.uk)

Claire has worked with and assisted some major contemporary photographers, as well as exhibiting and presenting her work at several national and international photography events. She is currently working with family portraiture, text and found image.

**Overview of the Award – what does the course involve**

Pearson BTEC Higher Nationals are designed to provide a specialist vocational programme, linked to professional body requirements and National Occupational Standards. They offer a strong, sector-related emphasis on practical skills development alongside the development of requisite knowledge and understanding.

The qualification provides a thorough grounding in the key concepts and practical skills required in their sector and their national recognition by employers allows direct progression to employment. A key progression path for Pearson BTEC HNC and HND students is to an honours degree programme, this depending on the match of the Pearson BTEC Higher National units to the degree programme in question.

This course is the ideal place to begin your higher level studies in Photography. Study locally at a fraction of the cost of studying at University. Work in one of our mac suites, darkroom or photographic studio. You will have access to CS6 on Mac OS, during the course you will develop a deep understanding of the techniques involved in camera control and lighting as well as a clear understanding of both digital and silver-based image making. Once you have completed the HNC course you can progress onto the HND Photography here with the option to undertake further study to degree level at an institution of your choice.

To ensure that this programme complies with the Colleges internal monitoring processes an External Verifier ensures that we assess learner performance in accordance with national standards and evidence requirements.

At annual visits by the External Verifier for this award, identified areas of good practice include:

*The assignment briefs and the general delivery of the units for Photography were of very high quality, incorporating the practical knowledge required with an academic approach to research, analysis and intellectual development in relation to the subject.*

*The Photography programme was particularly strong in areas of contemporary research, historical and cultural referencing, knowledge of current practice, critical thinking, selective practice, and ongoing evaluation. The approach to delivery was one of practical and academic input, which nurtured an intellectual connection to the subject.*

*The well qualified teaching team offers a range of expertise on both courses sampled.*

## **Programme Aims**

### **Aims of the programme:**

- equipping individuals with knowledge, understanding and skills for success in employment in the photography area

- enabling progression to an undergraduate degree or further professional qualification in photography or related area
- providing opportunities for specialist study relevant to individual vocations and contexts
- supporting individuals employed or entering employment in the photography area
- developing the individual's ability in the photography area through effective use and combination of the knowledge and skills gained in different parts of the programme
- developing a range of skills and techniques, personal qualities and attributes essential for successful performance in working life and thereby enable learners to make an immediate contribution to photography
- providing flexibility, knowledge, skills and motivation as a basis for future studies and career development in the photography area.

### **Programme Learning Outcomes**

The Pearson BTEC Level 5 HND in Photography is designed to:

- provide education and training for a range of careers in photography
- provide opportunities for photographers to achieve a nationally recognised level 4/level 5 vocationally specific qualification
- provide opportunities for full-time learners to gain a nationally recognised vocationally specific qualification to enter employment in photography or progress to higher education vocational qualifications such as a full-time degree in photography or related area
- develop the knowledge, understanding and skills of learners in the field of photography
- provide opportunities for learners to focus on the development of higher-level skills in a photography context
- provide opportunities for learners to develop a range of skills and techniques and attributes essential for successful performance in working life
- develop learners' ability to manage themselves
- develop learners' critical awareness and their ability to research and synthesise complex information
- develop learners' skills in communication and presentation
- develop learners' ability to handle information.

### **This programme is distinctive because:**

Students are given the opportunity to respond to assignment work in an area of interest relevant to their career intention. Teaching staff all have industry relevant experience and use this to generate 'real world' opportunities for study and practice. Project work includes working in our on site marketing team for a variety of community and commercial purposes. All students are encouraged and supported to develop entrepreneurial skills, to seek out work opportunities suitable for their skills and career aspirations. Students also have the opportunity to work creatively with learners from our other creative higher education programmes, adding a sense of academic and community to the art school.

### **On successful completion students should be able to:**

- Progress on to 'top-up' university courses to achieve a full BA (honours) degree in relevant subject
- Apply for work in a variety of employment areas.

### **Employability**

The career opportunities are varied and depend greatly on individual interests and long-term goals. You may wish to set up as a Freelance Photographer, photographing weddings and events (£12,000+ earnings varied) or seek employment as an Assistant Photographer (£12,000-£17,000), working alongside a professional photographer on a variety of projects. Other career paths may include Advertising and Editorial Photographer (£18,000-£50,000), Press Photographer or Photojournalist (£18,000+), Medical Photographer, Photographic Stylist (earnings variable) or a Unit Stills Photographer, working on film sets to create promotional images.

Salary info from the National Careers Service website.

Our current students have gained employed photographic work in the local area and exhibited their work in Shropshire Galleries.

## Programme Structure, Modules and Credits

The Higher National Certificate (HNC) is a Level 4 qualification made up of 120 credits. It is usually studied full time over one year.

The Higher National Diploma (HND) is a Level 4 & 5 qualification made up of 240 credits. It is usually studied full-time over two years.

BTEC Higher nationals consist of core units, specialist units and optional units: Core units are mandatory and specialist units are designed to provide a specific occupational focus to the qualification.

### Year 1 HNC Core Units:

Unit 1 (mandatory)	Professional Development	15 credits
Unit 2 (mandatory)	Contextual Studies	15 credits
Unit 3 (mandatory)	Individual Project (Pearson-set)	15 credits
Unit 4 (mandatory)	Techniques and Processes	15 credits

### Year 1 HNC Specialist Units:

Unit 10 (mandatory)	Lighting for Photography	15 credits
Unit 11 (mandatory)	Photographic Practices	15 credits
Unit 28	Communication in Art & Design	15 credits
Unit 31	Visual Narratives	15 credits

### Year 2 HND Core Units:

Unit 32 (mandatory)	Professional Practice	15 credits
Unit 33 (mandatory)	Applied Practice Collaborative Project (Pearson set)	30 credits
Unit 40 (mandatory unit)	Advanced Photography Studies	30 credits
Unit 49	Art Direction	15 credits
Unit 50	Material Selection and Specification	15 credits
Unit 61	Creative Entrepreneurship	15 credits

## How will I be taught?

On the Higher National Certificate / Diploma in Photography your time will be split between tutor-led skills based classwork and autonomous self-study. You will attend tutor-led session for two days a week with the expectation that you will do a comparable amount of time working on your own projects autonomously or with fellow students as required. There will be times during the year when you will be required to attend college for end of year exhibition for

example, you will be given prior notice of any alterations to the working week. The course will feature units which directly relate to work experience where you will be taught to operate your camera and related equipment to a professional level.

### **How will I be assessed?**

You will be required to complete an assessment for each module of your course.

Your work will be assessed in each unit through the completion of project-based assignments. The work you will be required to complete will be a mixture of theoretical and practical projects. Alongside the development of practical skills across the disciplines of image making digital imaging studio and darkroom work, you will be encouraged to explore an entrepreneurial approach to the creative and cultural industry.

Students are required to be reflective and critical in developing evidence-based solutions to questions founded on both theory and referenced opinion from other sources. This will allow them to actively demonstrate their understanding, interpretation and judgement. These are all skills needed to be a successful employee. Assessment can take a number of forms including logs, group work, presentations and assignments.

There are no formal timed examinations for this award.

Information in this section applies to you as a HNC/HND student considering applying to Shrewsbury Colleges Group to study in September 2019.

## **Applying**

Full time applications for this Award need to be made through UCAS at:  
[www.ucas.com/ucas/undergraduate/register](http://www.ucas.com/ucas/undergraduate/register)

Part time applications for this award need to be made directly to our Admissions Team via the online application form on our website.

For more information on our application process or to receive the application form in an alternative format, please access:  
[www.shrewsbury.ac.uk/higher\\_education/how\\_to\\_apply](http://www.shrewsbury.ac.uk/higher_education/how_to_apply) or contact our admissions teams on (01743) 342346.

## **Induction**

Students will be provided with a structured Induction Programme covering:

### *Welcome Event – June*

- Welcome from Higher Education Lead
- Advice and Guidance on applying for Student Finance
- Introduction to Study 4 Skill campus - online resource for study support
- Tour of Colleges Facilities
- Course Taster with Course Tutor, provides opportunity to meet fellow students

### *Enrolment Event – August/September*

- Enrol on individual course and receive Student ID

### *Induction Event – September/October*

- Programme Induction

- College Induction
- Student Finance Support Session for those with outstanding queries

## **Student Charter**

The College has a HE Student Charter which sets out the standards of conduct expected of tutors and students on programme with us. Follow this link for more information: [http://www.shrewsbury.ac.uk/higher\\_education/he\\_policies](http://www.shrewsbury.ac.uk/higher_education/he_policies)

## **Assessment**

The Higher National Certificate (HNC) is a Level 4 qualification made up of 120 credits. It is usually studied full-time over one year, or part-time over two years.

The Higher National Diploma (HND) is a Level 4 and Level 5 qualification made up of 240 credits. It is usually studied full-time over two years, or part-time over four years.

Pearson would expect that an HND student would have achieved at least 90 credits at Level 4 before progressing to Level 5 units. This allows for the students to submit the remaining 30 credits at Level 4 while undertaking their Level 5 study.

BTEC Higher Nationals consist of core units, specialist units and optional units:

- Core units are mandatory
- Specialist units are designed to provide a specific occupational focus to the qualification.

Students undertaking an HND who fail to successfully complete the full qualification may be awarded an HNC, if their credit achievement permits.

Learners will be awarded a pass, merit or distinction grade using the assessment criteria outlined in the unit specification

It is important that you attend sessions to ensure you are able to submit appropriate work for assessment. If you fail to submit by the published deadlines you will be withdrawn from the module and may fail the award.

The College regards plagiarism in assessment as a serious matter. Cases will be investigated in line with the College HE Malpractice and Maladministration policy and potentially the College Student Behavior Policy.

You should speak with your personal tutor if you are having problems attending or submitting assessment as the College has a policy for extenuating circumstances. The Course Leader will support you in making an application to make a late submission or defer assessment if your personal circumstances allow it. Follow this link for more information:

[www.shrewsbury.ac.uk/uploads/documents/Extenuating\\_Circumstances\\_Policy\\_and\\_Procedure.pdf](http://www.shrewsbury.ac.uk/uploads/documents/Extenuating_Circumstances_Policy_and_Procedure.pdf)

### **What happens if I fail a unit?**

All students are entitled to one re-submission opportunity if the work they initially submit is judged to have failed.

However, if the initial work is not covered by extenuating circumstances, and you submit work for the module for a second attempt (called a **referral**) the maximum mark that can be awarded for re-submission is the threshold pass mark; i.e. 40% grade point 4 for levels 4 and 5.

If the re-submitted failed work or non-submission is covered by a successful extenuating circumstances claim then the re-submitted work is considered 'as if for the first time' and can receive its full awarded mark.

### **Appeals**

The College has formal procedures for appeals if you have grounds for believing that your work has not been assessed fairly. For further information, please speak to your course tutor or the curriculum area leader within seven days of your assessment being returned. Follow this link for more information:

[www.shrewsbury.ac.uk/images/downloads/Academic\\_Appeals\\_Policy.pdf](http://www.shrewsbury.ac.uk/images/downloads/Academic_Appeals_Policy.pdf)

### **Assessment and Award Boards**

All summative assessment grades are agreed at formal Assessment and Award Boards held at regular intervals throughout the year at the College.

### **Student Services**

You will have full access to the support facilities offered by the Student Services Department located in the Hub at Shrewsbury Colleges Group, they can support you in accessing financial support, health services, counselling etc. Their opening hours are Monday to Thursday 8.30 – 7.00pm and Friday 8.30 – 5pm. To make an appointment please call (01743) 342323.

You will also have access to support through the 'Agency' at the College, this team provide advice and guidance on work experience opportunities, enrichment opportunities (including volunteering), careers advice and employability support.

### **Support for students with additional needs**

We aim to ensure that individual needs are met before starting a course and during the course of study. The College offers a range of services including support with physical disabilities, dyslexia support and support for mental wellbeing. Some of the services we provide do attract a cost, however often these costs are covered through funding via the Disability Support Grant.

Follow this link for more information:

[http://www.shrewsbury.ac.uk/higher\\_education/disabled\\_students\\_allowance](http://www.shrewsbury.ac.uk/higher_education/disabled_students_allowance)  
<https://www.gov.uk/disabled-students-allowances-dsas/overview>

### **Equal opportunities and harassment policies**

Our staff are committed to facilitating equal opportunities for all students irrespective of race, religion, age, gender, sexual orientation, nationality, disability or creed. If you consider that any form of discrimination or prejudice is occurring either to yourself or to another student please raise this with your Course Leader or the Curriculum Leader for your course.

We have a strict anti-harassment and bullying policy. If you believe that you are being harassed either by a member of staff or by another student please raise this with your Course Leader or the Curriculum Leader for your course.

You can access the Colleges policies relating to equal opportunities and harassment by clicking this link:

[www.shrewsbury.ac.uk/policy](http://www.shrewsbury.ac.uk/policy)

### **Safeguarding and health and safety**

All students and staff are required to comply with safeguarding and health and safety requirements at their various places of practice and learning. Follow this link for more information:

<http://www.shrewsbury.ac.uk/support/safeguarding>

The Safeguarding team can be contacted at [safeguarding@shrewsbury.ac.uk](mailto:safeguarding@shrewsbury.ac.uk) or on 07792 147365.

## **Quality improvement: Listening to your views**

We aim to make your experience both worthwhile and enjoyable and to continually improve the quality of our awards. Therefore, we value your feedback about the quality of our programmes. Student Consultatives and Forums will be held every term and a nominated representative from your group will attend these to provide feedback on your experience, please let your Course Tutor know if you would like to become a student representative. An end of course review will also be carried out to obtain your feedback.

## **Concerns**

We really hope you never have any reason to be dissatisfied with the delivery of your course and/or the support we provide you with here at Shrewsbury Colleges Group, however we are aware that sometimes things go wrong.

If your concerns are affecting the whole of your group please use the Student Consultative meetings to air your concerns and enable us to resolve your complaint, if able.

If your concern is of a more personal nature, in the first instance we would always encourage you to talk over your concerns with your Course Tutor or whoever it is that has been providing the service you are unhappy about, often things can be resolved quickly in these circumstances. The HE Lead is also available to chat things over on a one-one basis.

If you wish to formalise your complaint you will need to access the guidance in our HE complaints policy:

[www.shrewsbury.ac.uk/images/downloads/HE\\_Complaints\\_Policy\\_2015-16.pdf](http://www.shrewsbury.ac.uk/images/downloads/HE_Complaints_Policy_2015-16.pdf)

If following your complaint/appeal to the College you feel that our regulations have not been applied properly or procedures followed incorrectly The Office of the Independent Adjudicator (OIA) can consider whether the decision made by ourselves was fair and reasonable. More information can be found here:

[www.oiahe.org.uk](http://www.oiahe.org.uk)

## **Term and Conditions/Policies and Procedures**

Please ensure the Terms and Conditions you were issued with at offer stage are retained for your reference.

Policies and procedures to support you during your studies can be found at:

[http://www.shrewsbury.ac.uk/higher\\_education/he\\_policies](http://www.shrewsbury.ac.uk/higher_education/he_policies)

*During the year it may be necessary to make minor changes to our Terms and Conditions/Policies and Procedures. We will advise you of any such changes once you have accepted an offer with ourselves and update our website accordingly.*



**(01743) 342342**  
**[www.shrewsbury.ac.uk](http://www.shrewsbury.ac.uk)**

