

Programme Specification

Programme Title: Foundation Degree (Arts) Live Events Production

Awarding Institution:	University of Bolton		
Teaching Institution:	Backstage Academy		
Division and/or Faculty/Institute:	Off Campus Division		
Professional accreditation	Professional body	Professional body URL	Status of graduates
Final award(s):	Foundation Degree (Arts)		
Interim award(s)			
Exit or Fallback award(s)	Cert HE in Live Events Production		
Programme title(s)	Live Events Production		
UCAS Code	N820 FdA/LEP		
JACS Code	N820 Events Management		
University Course Code(s)	OCD0026		
QAA Benchmark Statement(s)	<p>The QAA Dance & Drama Performance bench marking statement is a supporting reference point:</p> <p>http://www.qaa.ac.uk/Publications/InformationAndGuidance/Pages/Subject-benchmark-statement-Dance-drama-performance.aspx</p>		
Other internal and external reference points	<p>QAA Academic Infrastructure, including the Framework for Higher Education Qualifications and the Code of Practice</p> <p>UK Quality Code for Higher Education</p> <p>University of Bolton awards framework</p> <p>The Creative and Cultural skills National Occupational Standards also act as a reference point for this programme.</p>		

	<p>http://www.ccskills.org.uk/Standards/WhatareStandards/tabid/861/Default.aspx</p> <p>Also professional & industry bodies such as:</p> <p>Professional Lighting & Sound Association (PLASA) Production Services Association (PSA) Association of British Theatre Technicians (ABTT) National Skills Academy (NSA)</p>
Language of study	English
Mode of study and normal period of study	Full time, fast track 16 months
<p>Admissions criteria</p> <p>A minimum of five GCSEs of grade C and above including passes in English Language and Mathematics and two A/AS levels, Vocational A Levels or BTEC</p> <p>or one of the following:</p> <ul style="list-style-type: none"> • A portfolio of creative design relevant to live events • Experience of work within the music, theatre or live events industry <p>Currently you will need to apply via UCAS, and the quality of the UCAS personal statement is the primary basis on which applicants are selected; therefore special consideration will be given to applicants without the above qualifications who have a strong evidence of experience in the live events industry. If you are unable to demonstrate any relevant practical experience, we may require that you attend for interview.</p> <p>Please note that all interviews, tours or open days take place at the Backstage Academy in Wakefield.</p> <p>Mature students (post 21) who do not have the above qualifications but do have related industrial experience will also be considered.</p> <p>If English is not your first language you will also need IELTS 6.0 (or equivalent).</p>	
<p>Additional admissions matters</p> <p>What to expect at interview</p> <p>Our interview process is relaxed and informal. It is your opportunity to discuss your work, look around the facilities at Backstage Academy and pose any questions you may have to the staff involved. You may have the chance to speak to current students who will share with you their experiences of the course and of studying at Backstage Academy and living in the area.</p> <p>If you have been away from academic study for some time, we may invite you to a second interview with University of Bolton staff to ensure that you are prepared for the academic challenges of the programme.</p>	

We aim to make a decision regarding your application as soon as we can and we will communicate this to you at the first opportunity.

It's important that you find the undergraduate programme that suits your needs, so feel free to get in touch after interview and ask anything you may have overlooked or forgotten to ask on the day. The staff are always happy to help and keen for you to embark on the programme that is right for you.

Fitness to practise declaration

Not applicable

Aims of the programme

The principal aims of the programme are:

1. To prepare you for employment in the Live Events sector – from live music to conferences, exhibitions, museums, cruise ships and theme parks.
2. To enable you to work in a professional manner, taking responsibility for both the standard of your own work and your own safety in the workplace.
3. To help you plan your career, and to understand the range of personal development opportunities available to you.
4. To prepare you in methods of freelance working, and to introduce you to work practices in an industry that delivers events both across Europe and globally.
5. To encourage you to engage with a range of new and emerging technologies, and to apply both artistic & creative judgements in their use.
6. To help you develop a range of transferable skills commensurate with studying and working effectively at a higher education level.

Distinctive features of the programme

This programme has been designed around the following key features:

Accelerated Delivery – This is an intensive course delivered over a 16-month period (rather than the traditional 2 years). You will work some long days, and will be ready to enter the pressurised environment of live events.

Industry Engagement – You will be given the opportunity to work on a huge diversity of industry based practical projects (including work in the LS-Live Rehearsal Arena), in addition to attending manufacturers training on a range of equipment and software.

New ways of learning – based around the use of an electronic tablet device (which you will be given at the start of the course), you will explore and develop an electronic portfolio, evidencing your learning and work via a cloud based blog format. This provides you with a valuable resource to demonstrate your skills to prospective employers, and also provides us

with an engaging means of assessing your work.

Work Based Opportunities – Work based opportunities arise throughout the course, and the two industry practice modules exist for you to work at many festivals and live events across the UK and Europe. The second industry practice module runs over an extended period of 16 weeks.

CPD Modules – Many of the modules are available as standalone Career & Professional Development modules for those who would not wish to study the whole programme.

Programme learning outcomes

The overall learning outcomes for the programme:

1. **Employability** – You will understand the range of roles and opportunities available in Live Events Production, and will be capable of developing your chosen career path within the industry.
2. **Freelance Employability** – You will be fully aware of the type of freelance working that is common in the industry, and will be capable of developing your chosen career path and managing yourself as a freelance worker from both financial and legal perspectives.
3. **Safety** – You will fully understand the range of safety systems and procedures commonly in place in the Live Events Production industry. You will be able to take responsibility for your own safety and to be aware of the safety of others whilst carrying out your work. You will also understand the responsibilities placed upon you in relation to licensing safety in your given career path.
4. **Creativity** – You will be capable of engaging with a range of artistic and creative products – from live music events to brands, text, or a given client requirements. You will be able to prepare a creative brief in response to a clients proposal, and will be able to specify a range of responses that show your understanding of modern live events systems and technologies
5. **Technology** – You will engage and understand a range of sound, lighting, video, staging and other systems that will be integral to the production of any live event, and you will be able to apply these systems in a range of productions – from live music to cruise ships.
6. **Academic** – You will understand and implement a range of research and presentation tools such as Harvard Referencing, that demonstrate you have reached the required standard of study at higher education level.

K. Knowledge and understanding

On completion of the programme successful students will be able to demonstrate systematic knowledge and understanding of

1. A range of common methods, practices and skills for working in the industry.
2. A range of roles and responsibilities in the industry.
3. The main bodies involved in the live events production industry, and research their roles.
4. Key information about working freelance in the industry.

5. Specialist equipment used in the industry.
6. Current industry standards in respect of a range of work-related activities.
C. Cognitive, intellectual or thinking skills
On completion of the programme successful students will be able to demonstrate the ability to:
1. Undertake research and analysis to inform decisions and/or practice
2. Justify your critical and professional judgements
3. Undertake a reflective analysis of your learning needs and work-based experience.
4. Undertake critical analysis in relation to a contemporary issue in live events production.
5. Understand how to prepare proposals to a brief and evaluate solutions.
6. Apply principles, theories and regulations to practical work.
P. Practical, professional or subject-specific skills
On completion of the programme successful students will be able to demonstrate the ability to:
1. Develop ideas based upon client, project or production briefs and constraints.
2. Develop and present creative, artistic or technical design solutions to briefs.
3. Devise considered and thorough risk assessments to enable the safe implementation of design solutions for both performers, audience
4. Demonstrate specialist technical skills and use of specialist equipment and technologies
5. Use industry-standard software in the development of design solutions.
6. Communicate, present and pitch design solutions.
T. Transferable, key or personal skills
On completion of the programme successful students will be able to demonstrate the ability to:
1. Work collaboratively with others
2. Structure and present work for assessment in an appropriate manner (e.g.. fully referenced)
3. Use English correctly (e.g., grammar, punctuation, spelling, style)
4. Manage themselves effectively in a workplace
5. Conduct an online literature search and select appropriate material
6. Interpret and understand numerical information
Programme structure

Module Code	Module title	Core/ Option/ Elective (C/O/E)	Credits	Length (1, 2 or 3 periods)
LEP3001	Introduction to Working in Live Events Production	Core	20	1
LEP4002	Concept Design & Presentation	Core	20	1
LEP4003	Staging	Core	20	1
LEP4004	Live Sound	Core	20	1
LEP4005	Lighting	Core	20	1
LEP4006	Live Visuals	Core	20	1
LEP5001	Industry Practice	Core	20	1
LEP5002	Entertainment Networks and Show Control	Core	20	1
LEP5003	3D Technology for Live Events	Core	20	1

LEP5004	Contemporary Issues in Live Events	Core	20	1
LEP5005	Event Production Planning	Core	20	1
LEP5006	Advanced Industry Practice	Core	20	1

Learning and teaching strategies

Active and Independent learning are promoted through a blended approach of contact and electronic support. Methods adopted include: Lectures, Seminars, research, discussion, debates, Group and Individual work, Tutorials, Practical workshops, Work-based experience and projects.

You will work with industry practitioners and academics to gain a sound theoretical grounding as well as practical hands on experience. Industry practitioners will pass on their experiences relating to work practices, career progression and self-management. Where possible you will work on live briefs and actual events either within the arena at Backstage Academy or at other venues.

Learning activities (KIS entry)

	Course Year	
	1	2
	%	%
Scheduled learning and teaching activities	47	34
Guided independent study	53	46
Placement/study abroad	0	20

Assessment strategy

Assessment tasks are linked to the learning outcomes of each module and are normally completed at the end of each module. Assessments are designed to replicate experiences you will encounter in industry (for example pitching to a client for a design contract, designing a live event stage set using industry standard software) as well as using more traditional methods such as report writing, presentations and portfolios.

We also aim to familiarise you with new media by assessing a word press based blog that you will update throughout your studies. You will build up an electronic portfolio of work showing the projects you have worked on, the industry certification you have completed, and a “reflective practitioner style” blog showing how you have developed your skills and understanding through your learning and experiences.

Formative assessment is carried out at regular intervals throughout each module, and feedback is normally given verbally, although it can be given in writing on occasions. This formative feedback is designed to ensure you understand the learning journey you have undertaken for each module, and that you are able to complete the summative assessments to the best of your abilities.

Assessment methods (KIS entry)

	Course Year	
	1	2
Written exams		
Coursework	100%	100%
Practical exams	0%	0%

Assessment regulations

- Assessment Regulations for Undergraduate Modular Programmes

Grade bands and classifications

Grade Description	Mark	Overall
	%	Grade
Work of exceptional quality	70+	Distinction
Work of very good quality	60-69	Merit
Work of good quality	50-59	Pass
Work of satisfactory quality	40-49	Pass
Borderline fail	35-39	
Fail	Below 35	

Grading

The award of Foundation Degree with Distinction may be made where your overall average mark is at least 70%, normally calculated from modules worth at Level HE5.

The award of Foundation Degree with Merit may be made where your overall average mark falls between 60 – 69.99 normally calculated from modules at Level HE5.

Role of external examiners

External examiners are appointed for all programmes of study. They oversee the assessment process and their duties include: approving assessment tasks, reviewing assessment marks, attending assessment boards and reporting to the University on the assessment process.

Support for student learning

- The Course Leader manages the programme.
- An induction programme introduces the student to the Backstage Academy and to their programme of study.
- Each student has a personal tutor, who is responsible for their support and guidance
- Personal Development Planning (PDP) integrated into all programmes
- Feedback on formative and summative assessments
- Remote access to the University Student Centre providing a one-stop shop for information and advice
- Access to the University of Bolton Careers Service
- An onsite Library and Apple Mac suite
- Local counselling service
- Student Liaison Officers attached to each Faculty
- The Students' Union advice services
- Faculty and Programme Handbooks which provide information about the programme and University regulations
- The opportunity to develop skills for employment

Methods for evaluating and enhancing the quality of learning opportunities

- Programme committees with student representation
- Module evaluations by students
- Regular feedback on course content from visiting industry specialists and manufacturers
- Student's satisfaction survey.
- Annual quality monitoring and action planning through Programme Quality Enhancement Plans (PQEPs), Data Analysis Report (DARs) Subject Annual Self Evaluation Report (SASERs), Faculty Quality Enhancement Plans (FQEPs), University Quality Enhancement Plan (UQEP)
- Peer review/observation of teaching
- Professional development programme for staff
- External examiner reports

Other sources of information

Student portal

Students Union

Faculty Handbook <http://www.bolton.ac.uk/amt>

Programme Handbook

Student Entitlement Statement

Module database

Moodle

External examiners' reports

<http://www.bolton.ac.uk/Quality/QAECContents/ExternalExaminersReports/Home.aspx>

Document control

Author(s)

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Effective from:	2012/13
Document History:	

Learning outcomes map – revisit the A's and TDA's on later modules?

Module title	Mod Code	Status C/O/E	K1	K2	K3	K4	K5	K6	C1	C2	C3	C4	C5	C6	P1	P2	P3	P4	P5	P6	T1	T2	T3	T4	T5	T6
Level 4																										
Introduction to Working in Live Events Production	LEP3001	C	DTA	DTA	DTA	DTA	DTA	DTA		DT	DT	DT		DTA			TD	TDA			T	DTA	DTA	DT	DTA	T
Concept Design & Presentation	LEP4002	C	D	TD	D	DT		D	DTA	TDA			TDA		TD	TDA				TDA		DA			DA	
Staging	LEP4003	C	DA	D			TDA	TDA	DA	DA			TDA		DA	DA	TDA	TDA	DTA	DA	D	DA	DA	D		TDA
Live Sound	LEP4004	C	TA	DA			TDA	D	D	D			TDA		D	D	D	DTA	DTA		TDA	DA	DA		D	D
Lighting	LEP4005	C	A	D			TDA	DA	D	D			TDA		D	DA	D	DTA	DTA	D		DA	A			D
Live Visuals	LEP4006	C	D	D			TDA	DA		D			A		D	DA		DTA	DA	DA		DA	A			D
Level 5																										
Industry Practice	LEP5001	C	TDA	TDA	TD	TD		TDA		TDA	TDA	TD		DA			D	D			DA	A	A	TDA		D
Entertainment Networks and Show Control	LEP5002	C	A	D			TDA	DA	D	D			DA	TDA		DA	D	TDA	DA	D	TD	A	A		TDA	D
3D Technology for Live Events	LEP5003	C	D	D			TDA	DA		DA			A		D	DA		DTA	DA	DA		DA	A		DA	
Contemporary Issues in Live Events	LEP5004	C	DA	DA	TDA	DA		TDA	TDA	A	TDA	TDA		D			D			TDA	D	A	A	D	DA	DA
Event Production Planning	LEP5005	C	TDA	DA	DA	D		DA		DA		DA	DA	DA	DA		A			D	TDA	DA	DA	DA		TDA
Advanced Industry Practice	LEP5006	C	DA	DA	DA	DA	DA	A	DA	DA	A	DA	DA	A	A			A		DA	DA	DA	A	DA		A

K. Knowledge and understanding P. Practical, professional and subject specific skills C. Cognitive, Intellectual and thinking skills T. Transferable, key or personal skills. Complete the grid using the following (Developed = D, Taught = T, Assessed = A)

Module listing

Module title	Mod Code	New? ✓	Level	Credits	Type	Core/Option /Elective C/O/E	Pre-requisite module	Assessment 1			Assessment 2			Assessment 3		
								Assessment type	Assessment %	Add Y if final item	Assessment type	Assessment %	Add Y if final item	Assessment type	Assessment %	Add Y if final item
Introduction to Working in Live Events Production	LEP3001		3	20	Stan	c		CW	70		PR	30	Y			
Concept Design & Presentation	LEP4002		4	20	Stan	c		CW	50		PR	50	Y			
Staging	LEP4003		4	20	Stan	c		CW	40		CW	60	Y			
Live Sound	LEP4004		4	20	Stan	c		CW	30		PR	70	Y			
Lighting	LEP4005		4	20	Stan	c		CW	40		PR	60	Y			
Live Visuals	LEP4006		4	20	Stan	c		CW	30		PR	70	Y			
Industry Practice	LEP5001		5	20	Place ment	c		CW	100	Y						
Entertainment Networks and Show Control	LEP5002		5	20	Stan	c		CW	50		CW	50	Y			
3D Technology for Live Events	LEP5003		5	20	Stan	c		CW	50		CW	50	Y			
Contemporary Issues in Live Events	LEP5004		5	20	Stan	c		CW	100	Y						
Event Production Planning	LEP5005		5	20	Stan	c		CW	30	Where s the Y	CW	70				

Advanced Industry Practice	LEP5006		5	20	Stan	c			CW	50		CW	50	Y			
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Bolton Key Core Curriculum requirements

Module Title	Module Code	C/O/E	Employability											Bolton Values		
			PDP	Communication	Team work	Organisation & Planning	Numeracy	Problem solving	Flexibility & adaptability	Action planning	Self awareness	Initiative	Personal impact & confidence	Inter-nationalisation	Environmental sustainability	Social, public and ethical responsibility
Introduction to Working in Live Events Production	LEP4001	c	TDA	TDA		TDA			TD		TDA		DT			TD
Concept Design & Presentation	LEP4002	c		TDA		DA	TDA	TDA	D	TD	DA	TD			TD	
Staging	LEP4003	c	TDA				D	D						TD		
Live Sound	LEP4004	c			DA		D	D				D		TD	D	
Lighting	LEP4005	c				D		D						TD	D	
Live Visuals	LEP4006	c		D							DA			TD		
Industry Practice	LEP5001	c	TDA	DA	DA				DA		DA	D	DT			TDA
Entertainment Networks and Show Control	LEP5002	c				TDA		TDA		DA		D			D	
3D Technology for Live Events	LEP5003	c					D	D						D		
Contemporary Issues in Live Events	LEP5004	c		D		TDA		DA	D	D		DA	D	DT	DA	D

Programme specification: FdA Live Events Production

Date: 22/3/12

Event Production Planning	LEP5005	c		DA	TDA	TDA	TDA		D	DA		D	D	TDA	DA	DA
Advanced Industry Practice	LEP5006	c	DA	DA	DA			DA	DA		DA	DA	DA			DA

Complete the grid using the following (Developed = D, Taught = T, Assessed = A)