

Assignment Number	CMPU1
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Birmingham Ormiston Academy
BTEC Level 3 Extended Diploma in Creative Media Production
Assignment Brief

Student:					Assignment set by:		Liam Butler	
Unit number & title:		Unit 1 – Pre-production Techniques		Date Set:		13/10/2014	Completion Date: 28/03/2015	
Assignment Title:		FMP			Linked Units:		1, 2, 3, 16	
Grading Criteria:		P1 M1 D1	P2 M2 D2	P3 M3 D3				
Assignment Description: This assignment will develop your understanding of and skills in pre-production. You are required to develop a better understanding of processes and procedures required for an effective production and use the knowledge gained to produce the pre-production documentation for your Final Major Project					Resources: The classroom is equipped with 19 iMacs connected to the edit share server and 2 PCs connected to the academy network, and loaded with all the specific software required to successfully complete the unit & course. There is also a course blog with all the necessary online resources including hand-outs that learners may want to access at any time. In addition, the learners can also access 5 JVC GY-HM100e cameras when filming.			
Learning Outcome 1 Understand requirements for a specific media production 2 Be able to prepare pre-production documentation for a specific media production 3 Be able to apply pre-production planning for a specific media production.								
Task	Activity			Evidence		Time Scale		Grading Criteria
1	Reason for and importance of pre-production Individually, you will: <ul style="list-style-type: none"> • Research into the different stages/elements of pre-production for a video product • Produce a presentation (in the format of your own choice) that details the process and importance of the different stages 			Research notes A written report with illustrations, electronic presentation		24/10/2014		P1 M1 D1
2	Individually or in pairs, you will: <ul style="list-style-type: none"> • hold regular pre-production meeting • document meetings and communication with the Client • generate various production ideas, and then produce a treatment • identify requirements for the production and sources of those requirements • create pre-production documentation including, production doc- 			Research Portfolio. Production diary. Research portfolio/notes. Pitch presentation – recorded. Pre-production documentation portfolio including		13/01/2015		P2 M2 D2

	umentation, eg scripts, storyboards, properties, contact lists, location reces; production schedules; budget; clearances; plans, eg location plans, studioplans; health and safety assessments; risk assessments; contingency plans	treatment, scripts, call sheets, health and safety consideration etc. Teacher observation & witness documentation		
3	Individually or in pairs, you will: <ul style="list-style-type: none"> • source requirements • apply pre-production to production 	Production diary.. Pre-production documentation portfolio including treatment, scripts, call sheets, health and safety consideration etc. Teacher observation & witness documentation	21/03/2015	P3 M3 D3
4	individually, write a report evaluating their pre-production work in the light of the production experience.	Self-evaluation (<i>personal reflective comments</i>) in a format that best suits you.	28/03/2015	All

Assessment and Grading Criteria

To achieve a pass grade the evidence must show that the learner is able to:		To achieve a merit grade the evidence must show that, in addition to the pass criteria, the learner is able to:		To achieve a distinction grade the evidence must show that, in addition to the pass and merit criteria, the learner is able to:	
P1	outline requirements and sources of requirements for a specific media production [IE]	M1	explain in some detail and competently present requirements and sources of requirements for a specific media production	D1	comprehensively explain and present to a quality that reflects near-professional standards fully detailed requirements and sources of requirements for a specific media production
P2	generate outline preproduction documentation for a specific media production with some assistance	M2	generate competent, carefully presented and detailed pre-production documentation for a specific media production with only occasional assistance	D2	generate thorough and comprehensively detailed pre-production documentation for a specific media production, working independently to professional expectations
P3	apply pre-production planning to a specific media production working with some assistance. [TW, SM]	M3	apply pre-production planning to a specific media production competently with only occasional assistance.	D3	apply pre-production planning to a specific media production to a quality that reflects near-professional standards, working independently to professional expectations.