

Rose Bruford College

Module Specification

1. GENERAL INFORMATION

Title	Management in Theory and Practice 1
Module code	SEM401
Credit rating	30
Level	4
Indicative scheduled learning and teaching activities	90 hours
Pre-requisite modules	N/A
Co-requisite modules	N/A
School responsible	DMTA
Member of staff responsible	Mark Simpson
ECT*	15
Notional hours of Learning**	300

* ECT (European Credit Transfer and Accumulation System): There are 2 UK credits for every 1 ECT credit, in accordance with the Credit Framework (QAA). Therefore, if a module is worth 20 UK credits, this will equate to 10 ECT.

** Notional hours of learning: The number of hours which it is expected that a learner (at a particular level) will spend, on average, to achieve the specified learning outcomes at that level. It is expected that there will be 10 hours of notional study associated with every 1 credit achieved. Therefore if a module is worth 20 credits, this will equate to 200 notional study hours, in accordance with the Credit Framework (QAA).

2. AIMS

This module aims to:

- Introduce you to the function and practice of management in terms of communication, administration and organisation;
- Give you the opportunity to put your learning into practice as you undertake a role or roles on College productions or events;
- Enable you to contextualise your own practice within accepted or commonly used industry models.

3. BRIEF DESCRIPTION OF THE MODULE

Classes will introduce you to the roles and functions of management within the theatre, events and performance-related industries.

Complementing your learning in DMT411 *The Practitioner in Context*, practical projects and workshops will enable you to explore these roles and functions.

Roles on College projects or productions will give you the opportunity to demonstrate your understanding of management and administration, and will enable you to explore a range of models and put these into practice.

Indicative Roles:

Depending on scale and scope of project, possible roles could include, but are not limited to:

1. Assistant Stage Manager
2. Assistant Events Manager
3. Deputy Stage Manager
4. Administrative Assistant
5. Marketing Assistant
6. Assistant Project Manager

These roles will take place on College events or productions or on events or productions at partner institutions.

4. LEARNING THEMES

Your success in this module will depend on you developing your ability to...	Weighting
1. Creativity ...make, create, invent, innovate, develop, improvise, be resourceful, problem-solve	10%
2. Organisation & collaboration ...organise, plan, prioritise, decide, take responsibility, motivate yourself and others, negotiate, collaborate, value difference, lead others, create value for others	20%
3. Communication ...articulate (verbally, in writing, and in visual and other forms) according to the needs of the situation and audience, listen and respond to others.	20%
4. Professional practice & competences ...show knowledge of and apply technologies, materials, processes, practices, techniques, regulations, protocols	20%
5. Research & knowledge skills ...investigate, identify, analyse, evaluate, debate, justify, critique, conceptualise, embrace different perspectives	0%
6. Understanding Context ...recognise and adapt to relevant contexts - historical, current and future - across societal, cultural, professional, economic, environmental, artistic and ethical domains	15%
7. Reflection & learning ...show curiosity, reflect, show self-awareness, evaluate, respond, learn, adapt (to unfamiliar, changing and ambiguous circumstances), plan future action based on past experience, be responsible for your own learning	15%

5. LEARNING AND TEACHING PROCESSES

- A series of lectures, practical projects and seminar discussions will introduce key themes and material as you study the administrative function of management. These classes will be enhanced with the use of curated online resources.
- Management journals and texts, both online and print, provide material for group and individual research.
- This module will also make use of simulated and/or professional environments, in which you will typically work with students from other disciplines alongside professional practitioners.
- Briefings will introduce you to the College's organisational protocols.
- Tutorials will allow tutors to monitor the progress of your work, helping you to reflect on your learning, identify gaps in your knowledge and recognise good practice.

6. ASSESSMENT

Assessment task	Length	Learning themes assessed
<p>Formative Assessment</p> <p>A formative tutorial before you start your production or events role will enable you to reflect upon your development and put your learning into practice.</p>	N/A	N/A
<p>Summative assessment</p> <p>Your learning on this module will be assessed through:</p> <p>1. Portfolio</p> <p>A portfolio containing relevant paperwork with contextual narrative demonstrating your understanding of the administrative and organisational functions of management.</p> <p>2. Assessed tutorial</p> <p>A summative tutorial, during which you will reflect on your management-focused work in a production or events role or roles.</p> <p>Feedback from supervisors, tutors and professional practitioners involved in your project(s) may also be taken into account in the assessment of your learning.</p>	<p>N/A</p> <p>15 minutes</p>	<p>6,7 (30%)</p> <p>1,2,3,4 (70%)</p>

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Rose Bruford College

Module Specification

1. GENERAL INFORMATION

Title	Industry Study and Professional Preparation 1
Module code	SEM402
Credit rating	20
Level	4
Indicative scheduled learning and teaching activities	60 hours
Pre-requisite modules	N/A
Co-requisite modules	N/A
School responsible	DMTA
Member of staff responsible	Mark Simpson
ECT*	10
Notional hours of Learning**	200

* ECT (European Credit Transfer and Accumulation System): There are 2 UK credits for every 1 ECT credit, in accordance with the Credit Framework (QAA). Therefore, if a module is worth 20 UK credits, this will equate to 10 ECT.

** Notional hours of learning: The number of hours which it is expected that a learner (at a particular level) will spend, on average, to achieve the specified learning outcomes at that level. It is expected that there will be 10 hours of notional study associated with every 1 credit achieved. Therefore, if a module is worth 20 credits, this will equate to 200 notional study hours, in accordance with the Credit Framework (QAA).

2. AIMS

The module aims to:

- Introduce you to the professional environments of the theatre, events and performance related industries, from a management perspective;
- Encourage you to consider possible career paths and the industry environments in which these paths exist, with a particular focus on *self as business*;
- Give you the opportunity to reflect on your developing skills and the options these skills will make available to you as you progress.

3. BRIEF DESCRIPTION OF THE MODULE

In class, you will be introduced to the business environments, structures, models and hierarchies that exist within the theatre, events and performance related industries.

You will also be introduced to the requirements of the workplace and encouraged to consider possible goals and career paths in a range of fields.

You are encouraged to see yourselves as small businesses, as sole traders. Using examples and case studies you will consider what this means in terms of marketing and professional responsibility.

4. LEARNING THEMES

Your success in this module will depend on you developing your ability to...	Weighting
<p>1. Creativity ...make, create, invent, innovate, develop, improvise, be resourceful, problem-solve</p>	0%
<p>2. Organisation & collaboration ...organise, plan, prioritise, decide, take responsibility, motivate yourself and others, negotiate, collaborate, value difference, lead others, create value for others</p>	0%
<p>3. Communication ...articulate (verbally, in writing, and in visual and other forms) according to the needs of the situation and audience, listen and respond to others.</p>	20%
<p>4. Professional practice & competences ...show knowledge of and apply technologies, materials, processes, practices, techniques, regulations, protocols</p>	0%
<p>5. Research & knowledge skills ...investigate, identify, analyse, evaluate, debate, justify, critique, conceptualise, embrace different perspectives</p>	30%
<p>6. Understanding Context ...recognise and adapt to relevant contexts - historical, current and future - across societal, cultural, professional, economic, environmental, artistic and ethical domains</p>	30%
<p>7. Reflection & learning ...show curiosity, reflect, show self-awareness, evaluate, respond, learn, adapt (to unfamiliar, changing and ambiguous circumstances), plan future action based on past experience, be responsible for your own learning</p>	20%

5. LEARNING AND TEACHING PROCESSES

- A series of lectures and seminar discussions will introduce professional models and environments as you study a variety of management disciplines in the theatre, events and performance related industries.
- Management journals and texts, both online and print, provide material for group and individual research.
- Tutorials will allow tutors to monitor the progress of your work, helping you to reflect on your learning, identify gaps in your knowledge and recognise good practice.

6. ASSESSMENT

Assessment task	Length	Learning themes assessed
<p>Formative Assessment</p> <p>A formative tutorial prior to structuring your reflective self-evaluation will allow you to contextualise your learning.</p>	N/A	N/A
<p>Summative assessment</p> <p>Your learning on this module will be assessed through:</p> <p>1. Marketing pack</p> <p>A portfolio of promotional materials appropriate to the Stage or Events Manager.</p> <p>2. Reflective Self-evaluation</p> <p>A structured essay exploring your development as an adaptable practitioner through the work you have undertaken to date and reflecting upon the processes you have undergone to achieve this.</p>	N/A	<p>5 (30%)</p> <p>3,6,7 (70%)</p>

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Module Specification

1. GENERAL INFORMATION

Title	Practical Skills
Module code	SEM403
Credit rating	30
Level	4
Indicative scheduled learning and teaching	90 hours
Pre-requisite modules	N/A
Co-requisite modules	N/A
School responsible	DMTA
Member of staff responsible	Adam Legah
ECT*	15
Notional hours of Learning**	300

* ECT (European Credit Transfer and Accumulation System): There are 2 UK credits for every 1 ECT credit, in accordance with the Credit Framework (QAA). Therefore, if a module is worth 20 UK credits, this will equate to 10 ECT.

** Notional hours of learning: The number of hours which it is expected that a learner (at a particular level) will spend, on average, to achieve the specified learning outcomes at that level. It is expected that there will be 10 hours of notional study associated with every 1 credit achieved. Therefore, if a module is worth 20 credits, this will equate to 200 notional study hours, in accordance with the Credit Framework (QAA).

2. AIMS

This module aims to:

- Enable you to develop core craft and practical skills in controlled workshop environments and within the context of College project and production environments;
- Enable you to develop digital skills relevant to the stage and events manager;
- Encourage you to identify skills that will be of use to you in your future career, guided by your own strengths and ambitions;
- Give you the opportunity to put these developing skills into practice.

3. BRIEF DESCRIPTION OF THE MODULE

In seminars, workshops, field trips and classes, you will be introduced to the core craft and practical skills required in a range of theatre, events and performance-related industries.

You will also work with a range of software platforms to develop skills relevant to a range of functions within the theatre, events and performance-related industries.

You will work with tutors to explore and develop your understanding of complementary

fields of practice.

You will then be given the opportunity to demonstrate these developing skills within the context of a College project, production or event.

You will also undertake a series of exercises designed to assess your understanding of and engagement with safe working practices.

Module Options:

Options for study might include, but are not limited to:

1. Lighting and lighting technologies
2. Sound, rigging and operation
3. Costume maintenance and repair
4. Construction and carpentry skills
5. Painting, materials and techniques
6. Upholstery and soft furnishings
7. Design principles and model making
8. Prop making and sourcing
9. Technical drawing and drafting skills
10. The use of Microsoft Office software
11. The use of AutoCAD or other design software
12. The use of QLab or other audio software

Some study may take place with another programme in the School of Design, Management and Technical Arts.

4. LEARNING THEMES

Your success in this module will depend on you developing your ability to...	Weighting
1. Creativity ...make, create, invent, innovate, develop, improvise, be resourceful, problem-solve	20%
2. Organisation & collaboration ...organise, plan, prioritise, decide, take responsibility, motivate yourself and others, negotiate, collaborate, value difference, lead others, create value for others	0%
3. Communication ...articulate (verbally, in writing, and in visual and other forms) according to the needs of the situation and audience, listen and respond to others.	0%
4. Professional practice & competences ...show knowledge of and apply technologies, materials, processes, practices, techniques, regulations, protocols	40%
5. Research & knowledge skills ...investigate, identify, analyse, evaluate, debate, justify, critique,	0%

conceptualise, embrace different perspectives	
6. Understanding Context ...recognise and adapt to relevant contexts - historical, current and future - across societal, cultural, professional, economic, environmental, artistic and ethical domains	20%
7. Reflection & learning ...show curiosity, reflect, show self-awareness, evaluate, respond, learn, adapt (to unfamiliar, changing and ambiguous circumstances), plan future action based on past experience, be responsible for your own learning	20%

5. LEARNING AND TEACHING PROCESSES

<ul style="list-style-type: none"> • A series of seminars, workshops, field trips and classes will introduce key themes and material as you study a range of craft and practical skills. These classes will be enhanced with the use of curated online resources. • This module will also make use of simulated and/or professional environments, in which you will work with students from other disciplines alongside professional practitioners. • Briefings will introduce you to the College's production frameworks and systems. • Tutorials will allow tutors to monitor the progress of your work, helping you to reflect on your learning, identify gaps in your knowledge and recognise good practice.
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6. ASSESSMENT

Assessment task	Length	Learning themes assessed
Formative Assessment A formative tutorial before you start your practical role will enable you to reflect upon your development and put your learning into practice.	N/A	N/A
Summative assessment Your learning on this module will be assessed through: 1. Practical production role Your practical work in a production or events role. Feedback from supervisors, tutors and	N/A	1,4,6 (80%)

<p>professional practitioners involved in your project(s) may also be taken into account in the assessment of your learning.</p> <p>2. Seminar Presentation</p> <p>A seminar, and an assessed tutorial in which you will reflect on your learning in this module.</p>	10 minutes	7 (20%)
<p>Safe Working Practice</p> <ul style="list-style-type: none"> Professional Competencies across a range of activities, to ensure safe working practices 	N/A	Pass/Fail

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