In year 13 we teach the following topics over the course of the year. Each topic develops and deepens the Core knowledge that will underpin all areas of the curriculum at KS4 and KS5.

Unit 4 Pre-production Portfolio

Learning aim A: Understand the requirements of pre-production of a digital media product				
Topic	**Rationale**	**Knowledge acquisition**	**Key vocabulary**	**Skills and enrichment**
A1 Requirements for a specific media production	Students need to understand the requirements for media productions before they can start planning.	• Types of production: film, television, audio, digital publishing, digital games. • Finance. • Sources of finance: private, public, joint financing. • Requirements of finance: for equipment, crew, transport, materials, clearances, talent, facility hire. • Logistics • Time: deadlines, availability of equipment, availability of personnel, timescales. • Facilities: production equipment, post-production equipment, facility houses, prop houses, sourcing and costs of facilities. • Locations: identification; recces; limitations and risks, e.g. distance, access, cost, weather. • Personnel: technical crew, actors, extras, contributors, e.g. experts, specialists. • Materials: type, e.g. original materials, archive and library materials, photo-library materials, sound library materials, internet, assets, audio, script, animatics,	• Types of production • Finance • Sources of finance: private • Public • Joint financing • Equipment • Crew • Transport • Materials • Clearances • Talent • Facility hire • Logistics • Timescales • Facilities • Production equipment • Post-production equipment • Facility houses • Prop houses • Locations • Recces	• independence • literacy • oracy • research • IT • communication • working collaboratively • reading • effective writing • analysis • evaluation • reflective practice • self-management • self-monitoring • Photoshop skills • Camera work • Photography techniques • Image editing techniques • Lighting • Desktop publishing

		graphics, interviews, costumes, properties, recorded music, sources; costs; clearances. • Adherence to codes of practice and regulation. • Clearances, e.g. Mechanical-Copyright Protection Society (MCPS). • Legal, e.g. copyright, health and safety. • Regulations, e.g. Ofcom, Independent Press Standards Organisation (IPSO), Advertising Standards Authority (ASA). • Trade unions and professional bodies, e.g. Producers Alliance for Cinema and Television (Pact), National Union of Journalists (NUJ).	• Personnel • Technical crew • Actors • Extras • Contributors • Original materials • Archive • Library materials • Photo-library materials • Sound library materials • Audio • Scripts • Animatics • Graphics • Interviews • Costumes • Recorded music • Clearances • Codes of practice • Regulation. • Mechanical-Copyright Protection Society (MCPS) • Health and safety. • Ofcom • Independent Press Standards Organisation (IPSO) • Advertising Standards Authority (ASA).	

Topic	Rationale	Knowledge acquisition	Key vocabulary	Skills and enrichment
			• Trade unions • Professional bodies • Producers Alliance for Cinema and Television (Pact) • National Union of Journalists (NUJ)	
A2 The formats for pre-production processes	Students need to understand established industry formats for presenting pre-production work.	• Templates for scripts (written/dialogue/sound) • Written or visual storyboards • Written or visual storylines • Page mock-ups.	• Storyboards • Storylines • Page mock-ups	• effective writing • analysis • evaluation
A3 The functions of pre-production processes	Students need to understand pre-production processes	• Revising and discounting ideas. • Visualising content. • Establishing feasibility (expertise, costs, timescale, logistics).	• Visualising • Feasibility	• effective writing • analysis • evaluation
A4 The purposes of pre-production documentation	Students need to understand what documentation needs to be completed in pre-production.	• Adherence to codes of practice and regulation. • Administrative requirements, e.g. record keeping, sharing of information among relevant parties. • Auditing compliance.	• Codes of practice • Regulation • Record keeping • Auditing compliance	• effective writing • analysis • evaluation

Learning aim B: Carry out pre-production for a digital media product				
Topic	**Rationale**	**Knowledge acquisition**	**Key vocabulary**	**Skills and enrichment**
B1 Procedures to follow	Students need to understand follow established pre-production procedures.	• Source available finance. • Source personnel needed and availability. • Identify available resources needed. • Prepare budget and costs. • Contract personnel • Book resources.	• Finance • Personnel • Budgets • Schedules • Health and safety	• self-management • self-monitoring • effective writing • analysis • evaluation

		• Prepare schedules. • Health and safety considerations. • Legal/ethical considerations. • Risk assess the project.	• Legal/ethical considerations • Risk assessment	
B2 Pre-production requirements relevant to specific media sector	Students need to understand the pre-production requirements relevant to print production.	Digital publishing: • Screenshots • Asset sources, images, video • Test shots • Prop/costume list • Shot list • Styles • Templates and formats, e.g. Colours, font size, font types, hierarchy of type, • Text and image alignment, text wrap, page layouts, compositional grids • Page mock-ups, e.g. Thumbnail sketches, annotated sketches, digital drafts • Personnel details (names, contact details) • Equipment booking • Health and safety (risk assessment) • Copyright clearances	• Screenshots • Assets • Test shots • Props • Costume list • Shot list • Styles, templates, formats • Font size • Font types • Hierarchy of type • Image alignment • Text wrap • Page layouts • Compositional grids • Page mock-up • Thumbnail sketches • Annotated sketches • Digital drafts • Personnel details • Equipment booking • Health and safety • Risk assessment • Copyright clearances	• self-management • self-monitoring • Photoshop skills • Camera work • Photography techniques • Image editing techniques • Desktop publishing

Learning aim C: Produce a pre-production portfolio for a creative media production				
Topic	**Rationale**	**Knowledge acquisition**	**Key vocabulary**	**Skills and enrichment**
C1 Formats for documenting pre-production	Students need to use knowledge gained in LA.A & B to produce pre-production documentation	- Log. - Pre-production blog, including images, hyperlinks, scans, video footage. - Uploaded pre-production documentation. - Hard copy documentation where appropriate (filing of documents).	- Log - Pre-production blog, hyperlinks, scans, video footage. - Uploaded pre-production documentation. - Hard copy documentation where appropriate (filing of documents).	- research - IT - communication
C2 Contents of pre-production portfolio	Students need to use knowledge gained in LA.A & B to produce pre-production content.	- Client brief. - Names/contacts. - Chronology/dates. - Record of costs. - Minutes of meetings. - Contingency plans/alternative ideas. - Revisions and decisions. - Annotations and labelling (shots, sketches, photos, scripts). - Hyperlinks. - Templates (letters/forms).	- Client brief. - Names/contacts. - Chronology/dates. - Record of costs. - Minutes of meetings. - Contingency plans/alternative ideas. - Revisions and decisions. - Annotations and labelling (shots, sketches, photos, scripts). - Hyperlinks. - Templates (letters/forms).	- self-management - self-monitoring - effective writing - analysis - evaluation

C3 Maintaining a pre-production portfolio	Students need to be able to use file sharing software to communicate and maintain pre-production.	• File sharing to enable group contributions (cloud-based document sharing, e.g. Dropbox™, Google Drive®). • File sharing to distribute documentation (email attachments). • Updating/amending documentation when changes occur. • Deleting documentation when appropriate.		

Learning aim D: Review pre-production of a digital media product				
Topic	**Rationale**	**Knowledge acquisition**	**Key vocabulary**	**Skills and enrichment**
D1 Elements of pre-production	Students need to review elements of their pre-production.	• Logistics. • Finance. • Creative processes.	• Logistics. • Finance. • Creative processes.	• Evaluation skills • Results analysis
D2 Project management	Students need to review their project management skills.	• Personnel management. • Resource management. • Time management. • Professional Practice. • Monitoring progress. • Risk management. • Crisis management. • Maintaining documentation. • Problems/difficulties with project management. • Identifying ways of improving project management in future productions.	• Personnel management. • Resource management. • Time management. • Professional Practice. • Monitoring progress. • Risk management. • Crisis management. • Maintaining documentation. • Identifying ways of improving project management in future productions.	• self-management • self-monitoring • effective writing • Evaluation skills • Results analysis