Unit Title	Portfolio
FHEQ Level	Level 6 / Term 1, Term 2 and Term 3
Unit Code	DTP18303
Credit Value	45
Unit Type	Subject

Learning Hours

Staff – Student Contact Hours		Independent Study Hours	
Classes	90	Independent Study	150
Supervised access to resources	0	Preparation for Assessment	60
		Unsupervised Access to Resources	150
Total			450

Unit Description

The Portfolio unit gives you the opportunity to produce projects designed to impress potential employers with your creativity, ideas and abilities. This is an open framework for you to concentrate on your chosen areas of expertise, whether production or operational.

You could choose to be a *project initiator, where* you will be assessed on one project in a key creative role or choose to be a *collaborator* on two projects where you perform key managerial or operational roles. Your chosen roles should be tailored to meeting your ambitions for a career or job when you graduate.

In addition, you will be expected to contribute to other projects in a number and variety of roles, forming a range and quantity of work for your portfolio, although these roles will not be explicitly individually assessed.

As you go through the course, you are encouraged to keep a resource file of good ideas or ideas for new projects and you will be asked to pitch a variety of projects at the start of Level 6. Your portfolio can also include external projects or evidence of activity which may have contributed to the Ravenbourne degree show.

The Five Principles underpin the Mindsets and Skillsets Manifesto and are the foundation upon which all course curriculum frameworks and unit specifications are based. The relevant Principles as stated below have been mapped against the Learning Outcomes relevant to each course unit and at each level (see Programme Specifications for full description of the Five Principles):

1. Cultivate / Where the individual thrives.
2. Collaborate / Where disciplines evolve.
3. Integrate / Where education engages industry.
4. Advocate / Where purpose meets practice.
5. Originate / creativity meets technology.

Unit Indicative Content

Self-initiated Working

Students put together a portfolio of professional projects in a range of roles that contribute to the Ravensbourne Degree Show output and to their own Rave+ (Employability) portfolio. The objective is to produce a range of projects that will be an outstanding preparation for working in the emerging digital television environment. Subject to approval, you are encouraged to work with students from other courses.

Teaching and Workshops

A portfolio of projects that demonstrates a range of production skills for working in the digital television, digital media and broadcasting industries.

- This portfolio of work will be for least one leading role where you have initiated and developed a project
- Alternatively, two managerial or operational roles which you carry out on separate projects initiated by others.
- Each major project will be supported by a Project Contract which outlines the details of team, budget allocated and complexity of production methods
- The projects you are involved with will be outlined in agreed in Individual Contracts that you negotiate with your tutors from the start of the unit.
- You will also provide evidence of work contributing to other projects in unassessed collaborative roles.

Unit Aims

Enable production of a portfolio of projects where students perform a range of organisational, directional or creative roles.

Enable students to work independently and interdependently applying creativity, self-initiative, drive and passion to their projects.

Facilitate the pitch, development and production of range of ideas and projects to include linear programmes, interactive projects, post-production projects, live programming etc.

Develop your ability to critically review and contextualise the work you produced and evaluate what has been learnt in the creative and production process.

Guide the production of paperwork, pitches, contracts, budgets and schedules for each project before the projects commence, production files to evidence to production process and Project Reports to review what has been achieved.

Organise, pitch and manage the delivery of projects and deal with issues of quality control, compliance and legal requirements

Unit Learning Outcomess

LO1 Research/Inspiration Select and evaluate information gathering techniques using a wide range of sources, providing visual, contextual and industry case-study research as appropriate.

LO4 (Pre) Production Demonstrate systematic working knowledge, production skills, selection, application and understanding of a selection of processes, materials and methods that inform creative and academic practice.

LO6 Critical and creative mindsets Evaluate a range of critical approaches in order to form an independent position

LO7 Employability - Effectively employ professional transferrable and employability skills, including the ability to manage time and work to clear briefs and deadlines, respond to set goals, and communicate effectively.

LO8 Professional Identity - Align your professional identity as a practitioner with a viable career context.

Learning and Teaching Methods

This unit will be delivered using a combination of:
- Briefings
- Introductory lectures
- Project work
- Individual and small group tutorials
- Seminars
- Workshops
- Student-organised group work on a range of projects
- Online activity
- Individual pitch/presentations and critiques
- Group presentations and critiques for each projects
- Self-directed independent research and production
- System of contracts to tie down projects and who is contributing to each project.
- Project Report

Assessment methods and tasks

Brief description of assessment methods

Assessment tasks	Weighting (%)
Portfolio of work including: • Completed projects • Individual production file for *each* assessed project	70%
Portfolio Report (3500 words)	30%

Indicative Assessment Criteria

1. Comprehensive research and critical analysis of your portfolio of work. (LO1)
2. Projects and reflective work exhibit creativity and resourcefulness. (LO6)
3. Portfolio shows high quality self-initiated work and /or valuable contributions made to the projects of other students. (LO4)
4. Evidence that you met the goals within your briefs and critical reflection on the

creative, technical, organisational and production achievements within your work. (LO7)
5. The depth of the directional and developmental aspects of your projects and their appropriateness for your identified audience/market. (LO7)
6. Evidence of a planned portfolio of work designed to advance career aspirations and employment prospects. (LO8)

Essential Reading list

1. Govindarajan, Vijay, Trimble, Chris, (2010), The Other Side of Innovation: Solving the Execution Challenge, Boston, MA: Harvard Business School Press.
2. Hamper, Robert, Baugh, Sue, (2010), Handbook for Writing Proposals, (Second Edition) McGraw-Hill Professional.

3. Honthaner, Eve Light (2010) The Complete Film Production Handbook. Elsevier / Focal Press; 4th edition.
4. Matt Gallagher (2016) Breaking Into UK Film And TV Drama: A comprehensive guide to finding work in UK Film and TV Drama for new entrants and graduates. CreateSpace Independent Publishing Platform

5. Noakes, Sebastian, Kelly, Sean, (2013) The Definitive Guide to Project Management: The Fast Track to Getting the Job Done on Time and on Budget (Third Edition), London: Financial Times, Publishing International
6. Zinnes, Andrew; Jolliffe, Genevieve (2012) The Documentary Film Maker's Handbook: The Ultimate Guide to Documentary Filmmaking. Continuum; 2nd Revised edition