

THE ARTS UNIVERSITY COLLEGE AT BOURNEMOUTH

PROGRAMME SPECIFICATION

The Programme Specification provides a summary of the main features of the **FdA Digital Media Production** course, and the learning outcomes that a 'typical' student might reasonably be expected to achieve and demonstrate if he/she passes the course.

Further detailed information on the learning outcomes, content and teaching and learning methods of each unit may be found in your Course Handbook.

<u>Key Course Information</u>

Final Award	Foundation Degree (FdA)
Course Title	Digital Media Production
Teaching institution	The Arts University College at Bournemouth
Awarding Institution	The Arts University College at Bournemouth
Professional accreditation	None
Length of course / mode of study	2 years full-time
Level of final award (in FHEQ)	Level 5
<u>Progression route</u>	
Dedicated articulation to:	BA (Hons) Digital Media Production
Subject benchmark statements(s)	Art and Design; Communication, Media, Film and Cultural Studies
UCAS code	W280
Language of study	English
Date of Validation	2008
Date of most recent review	N/A
Date programme specification written/revised	September 2008

Summary of Distinctive Features of the Course

The University College welcomes all full-time students and is committed to providing resources and teaching at the highest level. We hope that you enjoy your period of study with us. You may be returning to education after a break of many years or you may be joining us after completing a Further Education Course. The course team are aware of the issues and are here to help you interact with the learning process on your journey to becoming an independent learner.

Your course has strong links to industry through its Industrial Liaison Group (ILG) which regularly meets to discuss the course, the industry and their respective futures. This means that you will have many opportunities to meet with Industry professionals, undertake live projects and periods of placement in the workplace. You will be pleased to hear that all of the staff have continuing relationships with colleagues in the industry and a share commitment, alongside the students, to

ongoing personal development. You will find that the course team's practice reflects the very latest developments within the discipline.

You will soon discover that teaching staff employ many diverse and interesting approaches to learning and teaching. You will be assisted in finding your own particular learning style and this will develop and be recognised through these approaches. The course makes full use of a blended approach to learning through the use of web logs, blackboard (the University College's virtual learning environment), social networking sites and the course's own discrete website. All of the course's learning materials are published on line and are available through any standard web browser, wherever you are, 24 hours a day, 7 days a week. The available information includes Course Handbooks, Unit handbooks Powerpoint presentations of individual classes, handouts, software tutorials and Podcasts. All course announcements are made on line and you can interact with fellow students through the use of individual discussion boards and forums. Your course timetable is available electronically and you can even submit work with a digital date and time stamp through a Digital Drop Box. As you can see, this is a course that puts the use of technology at the fore.

Each unit of study is accompanied by a unit handbook which is also available on line. This gives you information about the requirements of the brief, the aims, learning outcomes and assessment criteria. It also introduces you to a number of texts that we feel will assist you in your studies. These will be listed as key texts and also further recommended reading. Individual chapters may be highlighted specific to a particular unit or you may be advised to read the whole book. In addition, you will also be given a list of suitable journals, databases and web links for on line study, these can rapidly become outdated so are constantly reviewed by the course team.

Students enrolled on the course also get a large amount of storage space on the University College servers and also generous Web Space for testing and hosting your own personal web portfolio of work. We see this as an essential part of the process of learning and a means by which you may gain successful contacts, placements and eventually, employment within the industry.

As part of the unit *Personal Planning Reflection and Development* students are encouraged to reflect on their learning through an on line Web Log or 'Blog' this has proved to be an excellent way of students recording the process of learning through textual, visual and electronic materials.

We hope you enjoy your time us and wish you luck with your studies. We look forward to sharing in your journey in learning.

Vision Statement

With FdA Digital Media Production, we are committed to delivering the best learning environment for young designers and developers planning to enter the wide-ranging digital media industry, which now encompasses almost every aspect of modern media - from web-design through to television and video, design for mobile devices, computer-graphics and animation. We aim to provide a high quality media education for students, including introductions to all the main components of digital media practice, design processes, research, video and audio production, interactive design and animation, and of course all the web-related elements such as authoring tools, web-design and scripting tools. Our strategy is to teach the core skills of problem-solving, design methods and essential theory, preparing our students for a future-proof career in this most exciting industry.

Course Philosophy

Over the last decade, the massive business sectors of telecommunications, media and computing have converged to create a new form of industry: the digital new media sector. At the FdA Digital Media Production, we aim to develop skilled designers and content-developers for this emergent industry. Designers who are equipped to operate creatively in the new media sector, who are able to solve problems, initiate new forms of communication, and use contemporary tools and techniques to make their work, whether this to be in video, audio, web-design or in other forms of computer-assisted media. The FdA Digital Media Production course aims to build on our previous experiences of developing courses for new media designers, equipping students to deal with the range of creative, planning and technical skills that the contemporary industries are demanding from their creative employees.

On the FdA Digital Media Production, we help you:

- develop your problem-solving abilities,
- to be more creative,
- to get used to working in creative teams,
- to understand the main forces that are driving new media developments,
- to learn to design and develop new work underpinned by a solid knowledge of how to collect, analyse and interpret research,
- how to make clear communicative presentations and reports,
- how to categorise and solve problems, either individually or in groups,
- to design using a variety of media, including video, computer-graphics, animation and sound
- how to develop and design from idea through to prototype and finished product,

In the past, our students have graduated to go onto video and film-making, leading edge web-design, advertising, marketing and stage lighting. We produce designers able to work in most aspects of the new media sector, either as freelance designers or members of a creative team in a studio or an in-house creative team.

The FdA Digital Media Production course has strong links with a wide range of businesses in the new media sector, from large broadcasters like Sky and the BBC through agencies, design studios, video and film producers, sound studios and animators. Through our own 'live projects' programme, we provide students with real work experience before graduation - sometimes with support to start their own businesses based on ideas they have developed on the course.

The Arts University College at Bournemouth is uniquely equipped to provide the best educational experience for students interested in working in the new media design and production sector - we house a variety of media courses from graphic design through to costume-design, theatre, and film and animation. We are one of the few specialist art and design colleges in the UK, based in a single campus, yet are partners with our near-neighbour Bournemouth University in one of the UK's cutting edge Skillset Media Academies. Our staff include leading designers, artists and media practitioners with a vast range of experience in most aspects of new media design and production.

Our teaching and learning strategy is based on the fact that while tools and technologies change rapidly in the digital media sector, the techniques and methods for developing creative ideas and products do not. Through a programme of vocationally focussed learning through practice and professionally orientated critical research students are encouraged to embrace the use of digital technology. We aim to produce competent designers and developers with future-proof skills, who can look forward to extended careers in the new media sector.

At the end of Level 4 students can choose to specialise in either Digital Media Production or Interactive Media by selecting a separate pathway. Students can then choose to articulate on to study at Level 6 in Digital Media Production, Interactive Media, Film Production or Animation Production.

We offer a programme of continuing professional development for both traditional and non-traditional learners and provide a pathway for lifelong learning and the opportunity to progress to other qualifications. The FdA is driven by the notion of vocationally focussed learning through practice and professionally orientated critical research. We respond to and celebrate the diversity of the student cohort by locating communication at the heart of practice.

Course Aims

The course aims to:

1. Develop your knowledge of techniques and processes relevant to digital media production;
2. Develop your creativity, design and problem-solving skills;
3. Develop your knowledge of the organisation and working practices of the digital media industries;
4. Develop your professional skills and their application in relevant employment contexts;
5. Develop your skills in team working to allow collaboration as an effective member of a professional creative team;

6. Develop your abilities to manage self for personal learning and career development;
7. Integrate research and practice in a unified design approach to new media production and development;
8. Develop relevant research methods to underpin, inspire and inform your creative work;
9. Develop your ability to reflect on and evaluate your learning and creative work and to apply this in the development of your studies and your career planning;
10. Provide supporting studies in theory and critical analysis to enable the processes and skills of digital media production to be located in a social, theoretical, political and conceptual framework;
11. Provide practical opportunities including 'live' projects for you to apply creative and technical abilities;
12. Provide opportunities for work placements and other work-related learning;
13. Prepare you for your next step, whether this is to freelance work, employment or the final stage of a BA (Hons) course.

Course Outcomes

By the end of the course you will be able to:

1. Show a clear and detailed working knowledge and understanding of a wide range of digital media techniques and applications.
2. Demonstrate the ability to produce creative outcomes and solutions to digital media briefs, demonstrating an awareness of aesthetics and technical competence.
3. Demonstrate understanding and practical knowledge of digital media and other related industries, showing awareness of the roles within them and the relevant employment opportunities.
4. Demonstrate resourceful and effective use of time in order to manage personal, learning and career development.
5. Demonstrate effective teamwork skills within the learning environment and an understanding of the organisation of tasks to meet personal responsibilities and work collaboratively with colleagues.
6. Demonstrate the development of appropriate technical, interpersonal, organisational and communication skills.
7. Apply skills in critical reflection and evaluation in the development of learning and career planning.
8. Demonstrate an understanding of historical and contemporary theories of communication as they apply to the digital media industry.
9. Demonstrate an ability to critically analyse and evaluate the work of professional digital media practitioners.
10. Demonstrate knowledge of new technology and its effects on digital media production.
11. Demonstrate an awareness of relevant techniques and applications within a professional context and apply creative solutions to 'live' and theoretical digital media based briefs.
12. Apply learning in the workplace and other work-related contexts through a knowledge of the industry in its many forms and variables.
13. Enter relevant employment or freelance work with an informed knowledge of the industry and related professions, or apply to progress to Level 6 of a BA (Hons)
14. Demonstrate a depth of understanding of the social, theoretical and political framework in which the media industry operates in order to both engage with critical discourse and provide a solid platform for professional development.

Reference Points

UK Quality Code for higher education, including:

- Foundation Degree Benchmark Statement

- Subject Benchmark Statement: Art and Design; Communication, Media, Film and Cultural Studies
 - Framework for Higher Education Qualifications (FHEQ)
 - QAA Code of Practice
- AUCB Undergraduate Curriculum Framework
University College Learning and Teaching Strategy

Learning, Teaching and Assessment

Learning and Teaching Strategies

The course objectives will be met by deploying a wide variety of teaching and learning methods including workshop/studio practice, lectures, seminars, group critiques, guided reading, tutorials, projects, demonstrations, learning teams, personal planning and reflection, work related learning and independent study. Unit tutors in consultation with the Course Leader will be responsible for co-ordinating the course for individual units of study and for selecting appropriate methods of delivery according to the subject matter and student experience.

The methods employed will, whenever possible, lead you into the disciplines required of a creative practitioner and promote the transferable skills of self-management and self-reliance. A key method will be the promotion of work related learning, including work placements; visits to studios of relevant practitioners or organisations; guest lectures or workshops led by visiting practitioners; 'live' or simulated project briefs; and the mentoring of individual students or small groups by practising designers and other industry professionals. Your learning and career planning will be consolidated through the encouragement of skills in personal planning, reflection and development.

The study time allocated to each unit in the course incorporates a balance of teaching support and learning. The progressive promotion of student-centred learning reflects the anticipated maturity of students and allows them to direct their learning towards individual goals. The teaching in Level 4 is directed at providing students with the knowledge, concepts and skills to take increasing responsibility for the management of their own learning.

Teaching is directed at supporting individual engagement in learning although there will be opportunities for students to work in teams to enable them to learn the value of peer co-operation. Also, it is anticipated that, due to the vocational and professional orientation of the Foundation Degree and to enable students to benefit from the range of resources and disciplines within the University College, opportunities will exist for students to collaborate in teams with peers in, for example, film, fashion or animation. It is also envisaged that live project work may benefit from the collaboration of students from both levels of the course.

Guidance and counselling to help you in realising your learning potential will be provided at the start of each term.

Assessment

Each unit is assessed separately, and the assessment forms part of the unit. Assessment both provides a measure of your achievement, and also gives you regular feedback on how your learning is developing.

For every unit of your course you will be provided with a Unit Handbook, which will state what you are expected to learn within the unit; the work that you have to submit; and how it will be assessed. The Unit Handbook will also give the deadline for presenting your work for assessment.

You will receive a final mark for each unit in the form of a percentage, which will be recorded on your formal record of achievement (transcript). The HE Grading Matrix will help you to understand the marking process, and this can be found as an Appendix to this Handbook.

On successful completion of your FdA course, you will be awarded a classification based on your unit marks. The final classification is determined using unit marks at Level 5. If you progress to Honours level study, your degree calculation will be based on your percentage marks at Level 6 only. For further information on progression, awards and classifications, please visit <http://intranet.aucb.ac.uk/academicregulations>

Course Structure

All students are registered for the award of the Foundation Degree (FdA); however exit awards are available if you leave the course early, having successfully completed a stage. If you successfully complete a level of the course, you will automatically be entitled to progress to the next level.

For the award of a Certificate of Higher Education (CertHE), you must have achieved a minimum of 120 credits at Level 4. This qualification may be awarded if you leave the University College following successful completion of the first year of your course. (Note that part-time students do not complete Level 4 until part-way through their second year of study.)

For the award of the Foundation Degree (FdA), you must have achieved a minimum of 240 credits of which a minimum of 120 must be at Level 5. This qualification will be awarded upon successful completion of your course.

Course Content

The Unit Framework

The degree course is structured in a way that builds systematically and in a logical sequence. The course consists of two levels, each one lasting one academic year with each level building in complexity and demand.

The content of the individual units relates not only to others within the level but links with units in later levels of the course.

Each level (or year) operates within three terms over a period of thirty weeks. The course is offered as a unitised scheme. Each unit has its own Aims, Learning Outcomes, Assessment Requirements and Assessment Criteria.

The unit framework is embraced by the national Credit Accumulation and Transfer Scheme (CATS). For academic purposes each level is divided into standard units. Each standard unit represents 150 learning hours. However, dependent on the nature of the unit, differing proportions of direct tuition and independent study will take place.

Each unit has a weighting compared to a standard unit (weighting is used so that different length units can be correctly added together at the end of a level).

Each unit has a Credit Rating (120 credit points = 1 year of study. Each standard unit counts for 15 credit points.)

The unit structure will enhance the delivery and professional integrity of the course by enabling appropriate specialists to deliver blocks of study.

You will progress through the course by studying for the full two years, but the course has been carefully structured so that each level could in itself lead to an award. External students with accumulated credit points can apply to join the course at Level 5.

All students are registered for the Foundation Degree Award (FdA). However, if you leave the course at the end of Year 1 with 120 credits at Level 4 you may receive the award of a Certificate of Higher Education (CertHE).

For the Foundation Degree Award you must have achieved a minimum of 240 credits.

LEVEL 5 OPTIONAL PATHWAYS

At level 5 students can choose between two pathways of study, either Digital Media Production or Interactive Media. Students who choose Digital Media Production will be required to take the units Future Cinema and Performance Video. These units build on skills learnt in level 4 and allow students to investigate developing technologies related to alternative storytelling, future delivery methods and the consideration of the use of performance related content.

Alternatively students who opt for the Interactive Media pathway will study Designing for Interactivity and Designing the User Interface. These units will give students experience of advanced concepts of interactivity thus designing multimedia content, user testing and the development of prototype materials. By producing user interfaces students will consider the users' needs, ergonomics and human computer interaction.

Students on both pathways will work together on joint projects to develop skills in team-work and project management. Digital Media Production Students taking the unit Future Cinema may work with Interactive Media students taking Designing the User Interface. In addition students taking Performance Video may work with students taking Designing for Interactivity.

Both of these pathways will allow students to produce work informed by the latest practice and thus prepare them for the unit Professional Project where they will work on a live project with an industry client.

ARTICULATION TO LEVEL 6

Students wishing to articulate to level 6 will be required to take the unit New Perspectives for New Contexts. This will allow them to develop skills in research, critical thinking and analysis thus preparing them for the unit Investigative Study in level 6.

Those intending to leave at the end of level 5 will be required to take the unit Work Related Learning. Students taking this unit will prepare for employment by undertaking a period of industry-focused research. The unit forms an important feature of the students' vocational studies and prepares them for the transition to employment.

Course Units

Unit	Code	Credits
Level 4		
Placement	IMD405	15
Personal Planning, Reflection and Development 1	IMD406	15
Digital Publishing	IMD417	15
Principles of Computer Graphics	IMD411	15
Animation Techniques	IMD416	22.5
Post Production Techniques	IMD414	22.5
Principles of Sound and Video Production	IMD415	15
Level 5		
Students will choose either the Interactive Media Pathway or Digital Media Production Pathway in the Autumn term of Level 5 and will undertake the units assigned to their chosen pathway.		
<i>Interactive Media pathway</i>		
Designing the User Interface	IMD510	22.5
Designing for Interactivity	IMD516	22.5
<i>Digital Media Production pathway</i>		
Performance video	IMD517	22.5
Future Cinema	IMD514	22.5
Common Units		
Personal Planning, Reflection and Development 2	IMD507	15
Professional Project	IMD513	45
New Perspectives for New Contexts	IMD506	15
Or		
Work-Related Learning	IMD505	15

Course Diagram:

This schematic diagram shows the proposed start/end dates for each unit with assessment periods. Further information on the structure of each unit will be included in unit handbooks.

Level 4

0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
Induction week	IMD411 Principles of Computer Graphics (15 credits)												Assessment	IMD416 Animation Techniques (22.5 credits)												Assessment	IMD405 Placement (15 credits)						HE Exam Boards
	IMD415 Principles of Sound and Video Production (15 credits)													IMD414 Post Production Techniques (22.5 credits)																			
	IMD417 Digital Publishing (15 credits)																																
	IMD406 Personal Planning Reflection and Development 1 (15 credits)																														Asses sment		

Level 5

0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Induction week	Interactive Media option												IMD513 Professional Project (45 credits)															Assessment	HE Exam Boards		
	IMD510 Designing the User Interface (22.5 credits)					Assessment	IMD516 Designing for Interactivity (22.5 credits)					Assessment																			
	Digital Media Production option												IMD506 New Perspectives for New Contexts OR IMD505 Work-Related Learning (15 credits)																		
	IMD514 Future Cinema (22.5 credits)					Assessment	IMD517 Performance Video (22.5 credits)					Assessment																		Assessment	
	IMD507 Personal Planning Reflection and Development 2 (15 credits)																														

Resources

University College Resources:

Library

The course is supported by a Subject Librarian who liaises closely with the team to ensure that the Library resources are relevant and meet student and staff research needs. The Subject Librarian provides sessions on researching and using information, as well as individual support for students in the use of Library resources.

The Library holds an excellent range of specialist learning materials including journals, books, CDs, DVDs, newspapers. It has subscriptions to a wide range of specialist electronic resources focusing on art, design, media and performance, including 37,000 e-books and 3,000 e-journals.

Colour and black and white photocopying facilities are available as well as viewing rooms for watching DVDs, videos and off air recordings from television. Students have access to iMacs and PCs and the Library is wi-fi enabled. The open plan design and high quality resources make the Library a popular space for work and study. The Library scores consistently high in both the in-house and national student surveys which are carried out annually.

Information technology

The University College provides a comprehensive range of IT resources, utilising Apple Macintosh, Windows Personal Computers and specialist resources for its art, design, media and performance disciplines. The University College uses Industry standard software from Microsoft, Adobe, Macromedia, Apple, Quark and leading software suppliers, and is continually investing in its technology and resources.

IT resources are also available to you via the Library, plus through a number of bookable IT suites and dedicated base room provision. To enable access to learning resources, wireless internet access is also available.

The ITCS section (Information Technology and Communication Services) provides a helpdesk facility for IT enquiries and fault notification. The Helpdesk is open from 8.30am until 5pm from Monday to Friday Email: itcshelpdesk@aucb.ac.uk

Museum of Design in Plastic (MoDiP)

MoDiP is a registered museum of 20th and 21st century design and popular culture with a focus on plastics. Its collection is unique within the UK and has been developed to support teaching and learning at the Arts University College at Bournemouth.

There are many ways in which MoDiP can play a part in your studies:

- as a source of inspiration – large numbers of items may be viewed, handled and explored in depth, drawn, photographed and filmed
- as the focus of a brief for products and projects relating to course work
- as an exhibition venue – your work can be displayed in relation to the collections and exhibitions and events may be mounted in the museum space

The Museum is in a purpose built space within the Library, designed with wheelchair access in mind, and has the same opening hours as the rest of the University College for the viewing of exhibitions. Objects not on display can be borrowed and taken to the studio. To see what is available, go to the [Plastics Network](http://www.plasticsnetwork.org) website (www.plasticsnetwork.org).

The Gallery

The gallery is a major resource for contemporary visual art at the Arts University College at Bournemouth and has received regional and national recognition. There are regular gallery events,

including collections on loan from galleries and museums, as well as individual exhibitions by some of today's leading artists, photographers, designers and critical writers.

It also functions as a learning resource and is integrated into the teaching, learning, and research practice undertaken at the University College.

text + work is the ethos which underpins the exhibition programme at the Arts University College at Bournemouth. The **text + work** concept promotes and provides a forum for challenging dialogue between innovative contemporary art, design, and media practice and its theoretical context.

There are **text + work** gallery events, critical texts, shared and networked exhibitions and a **text + work** website.

Student Support

Academic Guidance

Academic staff are responsible for providing you with feedback on your work and your general academic progress, and for providing academic support and guidance through the course. This is provided through "critiques" and written feedback, as well as guidance on practical work and informal discussion about your concerns. These sessions may be individual or, in the case of collaborative work, in small groups.

Academic tutorials are scheduled to allow you to discuss in depth matters relating to creative or theoretical work, or the course in general. You will be entitled to at least one formal recorded academic tutorial per term with a nominated member of the course team.

Support and advice is also provided on an informal basis throughout the course, through discussions between staff and students.

Career Education, Information and Guidance

You will be prepared for employment, and given the opportunity to learn about the various career options available to you, through a wide range of projects which may include live briefs or external competitions. Academic staff remain very familiar with the discipline, and will often still work in the field, and are also able to advise on specific opportunities.

The Careers Service within the University College offers impartial, confidential advice, support and guidance, to help you explore and develop your career ideas and manage your future career successfully. The Service offers individual career guidance interviews, as well as advice on job seeking strategies, CVs and interview skills, self-employment / freelancing, and further study opportunities.

The Senior Careers Adviser holds regular lunchtime lectures, which cover a range of popular careers topics, including Postgraduate study and funding, Career planning, Networking and self-marketing, and Teaching as a career. Full details and dates of forthcoming lectures are available on the Careers intranet pages and on the Student Services notice boards.

The Careers Service also offers specialist events, working in partnership with local employers, AUCB alumni, and external agencies to bring together a range of art, design, media and performance expertise.

Learning Support

Support for students with disabilities (including dyslexia)

The Arts University College at Bournemouth is firmly committed to a policy of equal opportunities for all students and positively welcomes applications from people with disabilities and/or additional needs. Throughout all aspects of University College life, we actively encourage and support the participation of students with disabilities. We aim to support disabled students by offering needs assessments and support plans which enable you to achieve your personal goals.

The Learning Support team provides academic support for students with specific learning difficulties including dyslexia. We ask all new Home students to complete a 'Quicksan' screening programme when they join the University College. This screening is designed to check your learning style (the way you learn best) and whether you might have signs of dyslexia. If appropriate, you will be referred to an educational psychologist for a full assessment.

Students with a specific learning difficulty such as dyslexia are able to access individual tutorials aimed at improving your independent study skills, and are supported in applying for the Disabled Students' Allowance, which can provide specialist equipment and, if appropriate, personal support. The Senior Disability Officer and Wellbeing Officer provide ongoing support and advice for students with all other types of disability, including mental health difficulties, physical disabilities, medical conditions and sensory impairments.

Support for students for whom English is a second language

If English is not your first language you will be invited to complete a brief written exercise during the initial weeks of your course, so that your current academic language skills can be assessed. Our English for Academic Purposes (EAP) tutor, who is part of the Learning Support team, will review the exercise and contact you if your work indicates that you would benefit from additional support. The EAP tutor will work with you to draw up an Individual Learning Plan, which will set out a structured approach to developing your independent academic and study skills. This may include helping you to develop strategies for interpreting assignment briefs, working on the structure of your written work, or developing your proof-reading skills, for example. The plan will be reviewed each term and will be shared with your course tutor so that they are aware of the work you are doing to improve your study skills. If necessary, the EAP tutor will refer you to a local language school so that you can improve your generic English language levels.

Pastoral support and guidance

Support and advice on non-academic matters is provided through trained and qualified professional staff within Student Services. We have a team of professionally qualified male and female counsellors, with appointments available during weekdays and evenings. Students accessing the service are offered various levels of support ranging from regular weekly sessions, occasional support or just a "one off" consultation. In most cases, you can expect to be seen for a session within two days of making initial contact with the service. If the situation is very urgent and you are very emotionally distressed, we also have a crisis support service and you will be seen by one of our counsellors almost immediately.

Pastoral support is also available from the AUCB Chaplaincy. The Chaplaincy at the Arts University College at Bournemouth is shared with Bournemouth University and is an inclusive Chaplaincy, which welcomes people of all faiths and none. The Quiet Room and the Islamic Prayer Room are in regular use by staff and students, and meetings with ministers of any faith can be arranged.

Advice and support with practical issues such as funding, accommodation or childcare is available from the Student Advice, Funds and Accommodation Office within Student Services.

Methods for Evaluating and Improving the Quality and Standards of Teaching and Learning

The course is subject to the University College's rigorous quality assurance procedures which involve subject specialist and internal peer review of the course at periodic intervals, normally of 5 years. This process ensures that the course engages with the national Subject Benchmarks and references the Framework for Higher Education Qualifications.

In addition all courses undertake an Annual Course Review which takes account of relevant information such as:

- External Examiners' Reports
- Key statistics including data on application, retention and achievement
- Results of the National Student Survey
- Results of the in-house Student Perception Survey
- Feedback from Student Representatives
- Feedback from relevant employer groups, including the course Industry Liaison Group

All courses develop an action plan arising out of this exercise which is monitored by the Course and Faculty Boards of Study.

Staff development priorities for the course team as a whole are identified through the Annual Course Review process, and for individuals through the Staff Performance Review process.

Indicators of Quality and Standards

The Arts University College at Bournemouth was granted taught degree awarding powers by the Privy Council in 2008 following an intensive period of scrutiny by experienced academics from across the higher education sector.

The University College was audited by the QAA in May 2011 and received a judgement of 'Confidence' in the management of the academic standards of its awards, and its management of the quality of learning opportunities. This is the best available outcome, and confirms that our quality assurance mechanisms are robust, meaning that we can have full confidence in the standard of course outcomes, and the quality of the educational experience we deliver.

Please note that this specification provides a concise summary of the main features of the course.

More detailed information is available in the following documents:

- Online course information
- Unit Handbooks
- HE Student Regulations – <http://intranet.aucb.ac.uk/academicregulations>
- AUCB Student Guide