

CENTRE FOR MEDIA STUDIES



2016 PROSPECTUS

 **BTEC** HIGHER NATIONAL DIPLOMA
Approved Centre from Pearson
CREATIVE MEDIA PRODUCTION





INTRODUCTION:

SBCS PORT OF SPAIN (PoS) Campus

SBCS PoS opened its doors for business on May 5th, 2003, providing an ideally located training centre for companies and individuals in the capital city and its environs.

Our campus in Port-of-Spain includes four computer labs fully outfitted with state of the art equipment and four training rooms. This campus originally started out at 46-50 Picton Street, offering only short courses in the area of Business and I.T. as well as Corporate Training Courses.

Since then the campus has expanded its operations and has developed into the [Centre for Media Studies](#). The expansion involved the acquisition of 31 Picton Street which is located directly opposite the main building and the campus is now equipped with complete sound and television studios.

SBCS has been offering the BTEC Higher National Diploma (HND) in Media since 2004. In 2011, the BTEC HND in Media was replaced by the BTEC HND in Creative Media Production.

PEARSON

SBCS is an approved centre to offer BTEC qualifications from Pearson. Pearson is the world's leading learning company, with 40,000 employees in more than 70 countries working to help people of all ages to make measurable progress in their lives through learning.

Pearson provides learning materials, technologies, world class qualifications, assessments and services to teachers and students in order to help people everywhere aim higher and fulfil their true potential.

In the UK, Pearson is the largest awarding organization offering academic and vocational qualifications that are globally recognised and benchmarked, with educational excellence rooted in names like Edexcel, BTEC and LCCI. Pearson is driving innovation through digital products such as ResultsPlus, and supporting skills and employability for progression in study, work and life.

Find out more about Pearson in the UK and around the world:

<http://qualifications.pearson.com/en/about-us/about-pearson.html>

ENTRY REQUIREMENTS:

- 18 years and over with 2 A' Levels / CAPE (2 full units) **OR**
- 18 years and over with ABE Certificate / ABE Diploma (Level 4) / **other equivalent qualification OR**
- 21 years and over with 2 years relevant working experience and 4 O' Levels inclusive of English

Please note:

In addition to the above requirements all candidates must complete a **compulsory** pre-requisite course.

N.B. Prospective students wishing to pursue this programme but not possessing any of the three main entry requirements listed are kindly asked to forward an email to our Manager, Academic Administration, Ms. Abbigail Ajim, at: abbigaila@sbc.edu.tt, which should contain the following:

1. An email subject title with the words "PROSPECTIVE HND STUDENT"
2. An updated resume
3. Signed references from past employers in the industry
4. Scanned copies of all academic certificates
5. A 300 word (one page) essay indicating:
 - Why do you wish to join the programme?
 - In what ways do you think the programme will benefit you?
 - What skills do you hope to develop while enrolled in the programme?
 - What are some challenges you foresee during your course of study and how do you hope to overcome them?

PROGRAMME OVERVIEW:

- The HND CMP qualification is a Level 5 programme delivered over two years and six months.
- The programme consists of 16 units.
- Delivery of these units is divided into six semesters [approximately five months per semester].
- There are three units per semester with the exception of semester six where the final unit [Project] is delivered exclusively.
- All units are assessed using a combination of coursework/assignments.
- The total Qualification Credit Value is 245 credits of which 125 credits (minimum) must be at Level 5.
- All units must be successfully completed in order for the qualification to be awarded.

PROGRAMME SCHEDULE:

Click on the units listed for additional details.

YEAR 1	Semester 1		[January 2017 – May 2017]	
	1. Contextual Studies for Creative Media Production	Level 4	Credits: 15	
	2. Development and Techniques of Film and Video Editing	Level 4	Credits: 15	
	3. Photojournalism	Level 5	Credits: 15	
	Semester 2		[June 2017 – October 2017]	
	4. Practical Skills for Moving Image Production	Level 4	Credits: 15	
5. Practical Skills for Radio Production	Level 4	Credits: 15		
6. Research Techniques for Creative Media Production	Level 4	Credits: 15		
YEAR 2	Semester 3		[November 2017 – March 2018]	
	7. Convergent Journalism	Level 5	Credits: 15	
	8. Film Studies	Level 4	Credits: 15	
	9. Page Design and Layout for Newspapers and Magazines	Level 4	Credits: 15	
	Semester 4		[April 2018 – August 2018]	
	10. Director for Moving Image Production	Level 5	Credits: 15	
11. Script Writing for Moving Image Fiction	Level 5	Credits: 15		
12. Television News	Level 5	Credits: 15		
YEAR 3	Semester 5		[September 2018 – January 2019]	
	13. Moving Image Documentary Production	Level 5	Credits: 15	
	14. Special Subject Investigation for Creative Media Production	Level 5	Credits: 15	
	15. Work Experience in the Creative Media Sector	Level 5	Credits: 15	
	Semester 6		[February 2019 – June 2019]	
16. Project Design, Implementation and Evaluation	Level 5	Credits: 20		

Level 4 total credit value: 105

Level 5 total credit value: 140

Qualification Credit Value: 245

Please note:

- Schedule and units are subject to change.
- "SBCS reserves the right to alter the order in which the units are offered, at any time."

This information is given in good faith, and believed to be correct at the time of publication, and is subject to change without prior notice.
ALL fees quoted are subject to change.

PROGRAMME FEES:

TYPE OF FEE:	AMOUNT:	DEADLINE:
Pre-requisite	\$ 1,500 TT	October 22 nd , 2016 (pre-req starts October 25, 2016)
Administration Fee (SBCS non-refundable Fee)	\$ 1,500 TT per semester (Semester 1 <u>ONLY</u> : discounted to \$1,000 Semester 6 <u>ONLY</u> : discounted to \$500)	Due upon registration First Semester – January 14 th , 2017 (semester starts January 16, 2016) Subsequent Semesters – one week prior to the start of the semester
Tuition Fee	\$ 2,100 – \$ 2700 per unit *GATE covered for T&T Nationals only	
Tuition Caution Fee (Refundable once requirements are met)	\$ 500 TT per unit	Due upon registration (only for students applying for GATE)
Equipment Caution Fee (Refundable at end of programme – subject to policy)	\$ 500 TT	Due upon registration
Foreign Fee (One-time Fee : non-refundable)	£ 450 (Payable via bank draft to SBCS)	January 31 st , 2017
Average cost of Books	\$ 1,000-1,500 TT per semester	N/A

Please note:

- ALL prices are subject to change.
- 100% Government funding applies to Tuition Fee ONLY *
- The Tuition Caution Fee will be refundable once GATE e-Clearance is approved, the GATE Claim form has been signed, attendance meets GATE requirements and SBCS receives payment from MOE.
- The Equipment Caution Fee will be refundable at the end of the programme subject to the Equipment Policy guidelines.
- The Foreign Fee allows students to be registered with Pearson for a 5 year period. This fee can be paid at the time of registration or by the deadline date set and **must be made payable to SBCS via a bank draft in pounds sterling.** This fee is non-refundable.
- Payment plans are only provided on tuition fees. A 10% Finance charge will be added to the total cost of tuition for all payment plans. All other fees must be paid in full. If the deadline date is missed a 25% late penalty fee will be incurred.
- SBCS has a NO CASH policy. Payments can be made via Linx, Credit Card or Cheque.

This information is given in good faith, and believed to be correct at the time of publication, and is subject to change without prior notice. ALL fees quoted are subject to change.

APPLICATION AND REGISTRATION PROCESS:

Before gaining entry into this programme, you must first complete the **compulsory pre-requisite course**. The pre-requisite course is designed to prepare individuals for the Diploma. The focus will be mainly on Study Skills: English, Plagiarism, Advanced Computer Literacy and Equipment Care. **Students must attend at least 80% of the pre-requisite course** in order to be eligible to move on to the HND in Creative Media Production. The **cost** of the pre-requisite course is **\$1,500.00**.

The first step is to register for the pre-requisite course. At this registration point the pre-requisite fee will be due and you will be required to complete the following:

1. SBCS Registration Form (for registration with SBCS)
2. Apply for GATE e-Service ID (for tuition funding – nationals only) *

Once you have successfully completed the pre-requisite course you will receive a confirmation email stating your acceptance and as such, registration for the HND in Creative Media Production can commence. The **Administration Fee** and **Tuition Caution Fee** (for those applying for GATE) will be due and you will be required to register for the programme by completing the following:

1. SBCS Registration Form (for registration with SBCS)
2. GATE e-Application and Disclaimer Form (for tuition funding – nationals only) *

You will also be required to pay a foreign fee of **£450** which will allow you to become registered with the awarding institution – Pearson. This fee can be paid at the time of registration or by the deadline date set and must be made payable to SBCS via a bank draft in pounds sterling.

In addition, you are required to pay an Equipment Caution fee of **\$500** upon registration for Semester 1 which will be refundable at the end of the programme subject to the Equipment Policy guidelines. This will entitle you to access specified Media Equipment for use on and off campus.

RE-REGISTRATION PROCESS:

At the end of each semester you will have a three (3) week break before the subsequent semester commences. During this period you will be required to re-register for the subsequent semester. The **Administration** fee will be due and you will be required to complete/submit the following:

1. SBCS Registration Form (for registration with SBCS)
2. GATE e-Application and Disclaimer Form (for tuition funding – nationals only) *

GATE APPLICATION PROCESS:

GATE funding is applicable to Tuition Fees only. If you wish to apply for GATE funding please note the following:

- You are required to apply for GATE Clearance and GATE Funding electronically.
- You must have proof of one of the entry requirements stated above.
- You must be a citizen of Trinidad and Tobago and must provide proof of residency in Trinidad and Tobago (e.g. job letter, Certificate of Naturalisation) for at least three (3) years for first time applicants.
- You must present your original Electronic Birth Certificate **and** National Identification Card **or** Passport showing proof of citizenship (**please ensure the expiration date is greater than six months from the date of registration**).
- If you have previously applied for GATE funding, you must submit your **Certificate** to prove completion of previous GATE funded programme before applying for another GATE FUNDED programme.
- Visit our website for additional details [[click here](#)].

*** PROCEDURE to apply for GATE:**

1. Obtain GATE e-Service log in credentials (GATE e-Service ID and password)
2. Apply for GATE e-Application at www.e-gate.gov.tt/gate-app/
3. Await GATE Clearance Approval and visit SBCS to sign GATE Application Form

1. GATE e-Service ID

To access this service you must **firstly** obtain your **GATE e-Service ID** by providing the documentation as listed below to an officer at a ttconnect location.

- **Electronic Birth Certificate (Mandatory) and**
- **National ID or Passport and**
- **Current and Active Email Address (for correspondence from MOE)**

There are currently seven ttconnect Service Centre locations in Trinidad and Tobago. All Service Centres are open to the public from 7:30 am to 6:00 pm Monday to Friday, and Saturday from 8:00 am to 12:00 noon, except on public holidays. See table below for the details of the ttconnect Service Centre locations.

Please note students MUST have a valid active email address as ALL correspondence from GATE is electronic (via email).

<p><u>St. James</u> #121 Western Main Road, St. James Trinidad, West Indies Tel. (868) 800-8826, Option 5</p>	<p><u>Tunapuna</u> Ministry of Social Development 2nd Floor, 107 Eastern Main Road Tunapuna Trinidad, West Indies Tel. (868) 662-6447 Tel. (868) 800-8826, Option 6 Fax. (868) 663-6517</p>	<p><u>Arima</u> 1st Floor, Pennywise Building 10 - 10A Devenish Street Arima Trinidad, West Indies Tel. (868) 667-4465 Tel. (868) 800-8826, Option 1 Fax. (868) 667-7053</p>
--	---	--

This information is given in good faith, and believed to be correct at the time of publication, and is subject to change without prior notice. ALL fees quoted are subject to change.

<p><u>Chaguanas</u> #9 Southern Main Road Chaguanas (Opposite Massy Stores) Trinidad, West Indies Tel. (868) 800-8826, Option 3</p>	<p><u>Princes Town</u> #4 Charlotte Street, Princes Town Trinidad, West Indies Tel. (868) 800-8826, Option 4</p>	<p><u>Bon Accord</u> Milford Court Complex Milford Road Bon Accord Tobago, West Indies Tel. (868) 639-0430 Tel. (868) 800-8826, Option 2 Fax. (868) 631-1853</p>
<p><u>Sangre Grande</u> #232 Brierley Street Sangre Grande Trinidad, West Indies Tel. (868) 800-8826, Ext. 3014, 3115, 3135, 3235</p>	<p><u>ttconnect – MTIIC Satellite Office</u> Ministry of Trade, Industry, Investment and Communications Level 9, Nicholas Towers 63-65 Independence Square Port of Spain Trinidad, West Indies Tel. (868) 800-4739 Fax. (868) 623-5156 N.B. This office DOES NOT PROCESS GATE APPLICATIONS. Only ttconnect ID and TTBizLink Registrations are processed at the Satellite Office, between the hours of 8:00 am – 4:00 pm, Mondays to Fridays, except Public Holidays.</p>	

Note:

Once you complete this step you will receive your GATE ID confirmation via email (this may be received same day or take up to 3 days). You must then log on to the GATE online system within 24 hours to activate/update your account or it will expire and you will be required to contact the MOE IT department at gate.info@gov.tt

If you do not receive your GATE ID confirmation via email in 3 days, you are advised to contact the MOE IT department at gate.info@gov.tt

2. GATE e-Application

Once you have obtained your GATE e-Service ID, you will then be required to apply for GATE Clearance by visiting www.e-gate.gov.tt/gate-app/

In order to apply for **GATE** Clearance you will be required to upload scanned versions of:

- Electronic Birth Certificate (mandatory) **and**
- National Identification Card **or** Trinidad and Tobago Passport
- Marriage/Divorce Certificate (for married/divorced student)
- Deed Poll (for name change)
- Payment Slip (receipt showing proof of payment, for post-graduate student)
- Latest Result Slip / Transcript (for continuing student)
- Acceptance Letter from Institution (for student pursuing new programme – Please ensure that you receive this document on registration with SBCS from your Course Administrator)

Note:

When scanning multiple documents, you should scan each documents and save/upload as a separate file.

3. GATE Clearance Approval and Signing of GATE Application Form

When your GATE Clearance has been approved by MOE, you will be alerted via email and advised to visit SBCS to sign your GATE Claim Form which will then be forwarded to MOE.

Failure to sign your GATE Claim Form will result in cancellation of your GATE Claim after 4 weeks (28 days) from the date of email notification received from MOE.

ORIENTATION:

Orientation will take place one week before the start of the semester (usually the Saturday before classes start). It will be conducted by the Manager, Academic Administration and the Course Administration team. Please be advised that this orientation is very important as policies and procedures will be discussed. For any further guidance on course related materials you can contact the Course Administration Department.

ADDITIONAL INFORMATION:

Graduates can progress on to the following degrees offered through SBCS in collaboration with leading UK universities:

A Bachelor's degree offered in collaboration with the University of Greenwich:

⇒ [BA \(Hons\) Media and Communications \(13 months\)](#)

Please note:

- All Media Classes will be conducted at the POS Campus.
- Our HND CMP and BA Media programmes are offered part-time only.
- For the HND CMP (per semester):
 - Three classes are scheduled during the week Monday to Thursday (5:30pm to 8:30pm) AND/OR a Saturday (9am to 12 noon or 1pm to 4pm).
 - The three days for classes are determined by SBCS and your lecturer.
 - Class days may change every semester due to lecturers' availability.
- Due to the unique nature of Media studies, classes/events may be scheduled on days and time outside of the noted days/times/location on your schedule. We will endeavour to minimize changes to your schedule, however, please note that this programme is quite demanding and may require the scheduling of additional on-demand/ request classes and or tutorials.



CONTACT US:

Academic and Course Administration Team [poscms@sbc.edu.tt]

Advisory and Admissions Team [advisoryadmissionPOS@sbc.edu.tt]

Technical and Equipment / Library Support [posequipment@sbc.edu.tt]

POS CMS GATE team [posgate@sbc.edu.tt]

If you require further information please visit our website at: <http://www.sbc.edu.tt>

For direct contact with our Course Administration team, please feel free to either:

- └ call us at 622-1993 / 622-9008 / 628-8670 **or**
- └ visit us at 46-50 Picton Street, Newtown, POS [**see Appendix 1**]

Our office hours are:

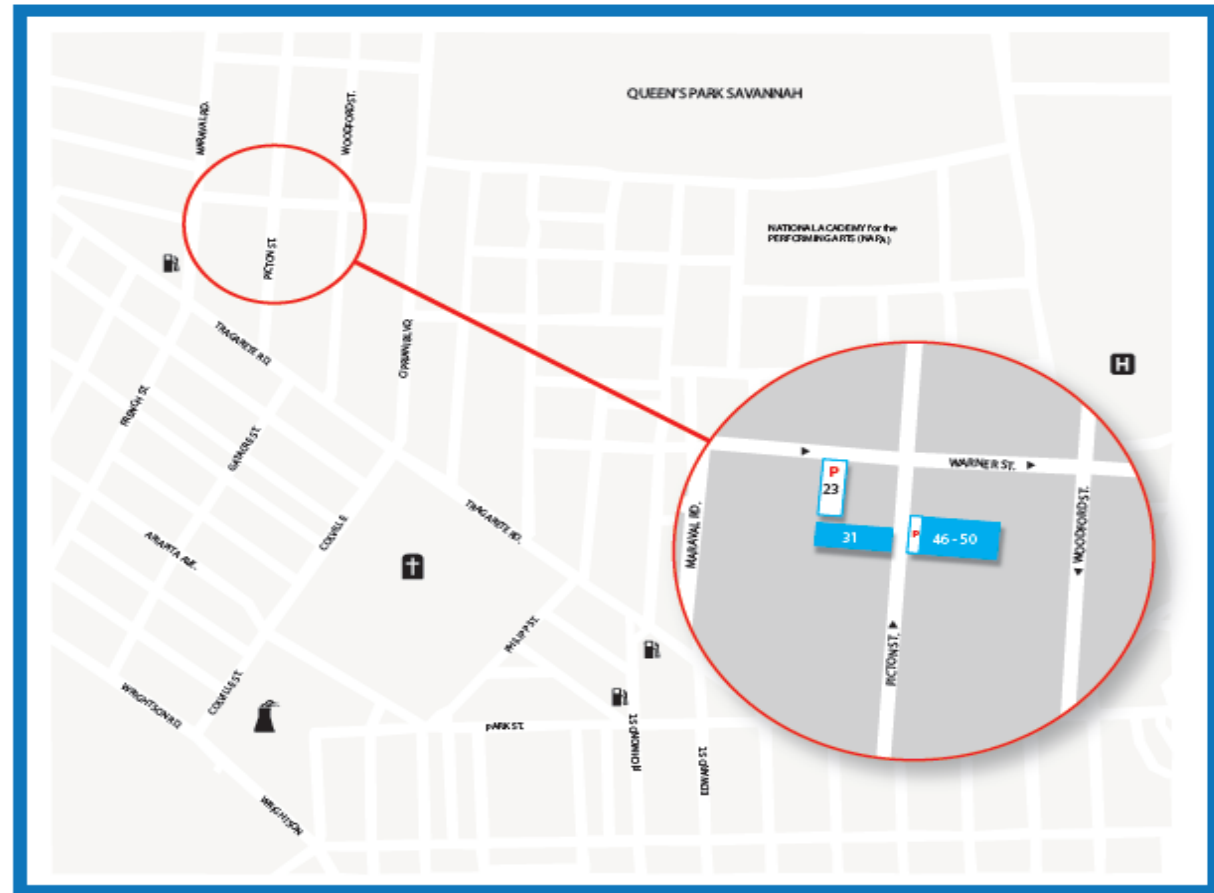
- Monday – Thursday [9am – 6pm]
- Friday [9am – 4pm]
- Saturday [8am – 3pm]

SBCS's Port of Spain Campus – **Centre for Media Studies** is pleased to introduce you to a higher level of education in the field of Media & Communications. We look forward to seeing you on campus and hope that you will enjoy your time with us.

SBCS ... A Great Place to Learn!

- PowerGen POS Station
- Gas Station
- Lapeyrouse Cemetery
- POS General Hospital
- SBCS POS CAMPUS
- SBCS STUDENT PARKING
- DIRECTION OF TRAFFIC (one-way)

* note - SBCS Campus is only accessible from Picton St.
Entrance to Parking Lot is on Warner St.



SBCS POS CAMPUS
Centre for Media Studies

This information is given in good faith, and believed to be correct at the time of publication, and is subject to change without prior notice.
ALL fees quoted are subject to change.