

Programme Specification

Programme Title: BA (Hons) Top Up Live Events Production

Awarding Institution:	University of Bolton		
Teaching Institution:	Backstage Academy		
Division and/or Faculty/Institute:	Off Campus		
Professional accreditation	Professional body	Professional body URL	Status of graduates
Final award(s):	Bachelor of Arts		
Interim award(s)	None		
Exit or Fallback award(s)	None		
Programme title(s)	Bachelor of Arts (Hons) Top up in Live Events Production		
UCAS Code	N820 BA/LEP		
JACS Code	N820 Events Management		
University Course Code(s)			
QAA Benchmark Statement(s)	<p>Hospitality, Leisure, Sport and Tourism</p> <p>QAA Academic Infrastructure, including the Framework for Higher Education Qualifications and the Code of Practice</p>		
Other internal and external reference points	<p>UK Quality Code for Higher Education</p> <p>University of Bolton awards framework</p> <p>The Creative and Cultural skills National Occupational Standards also act as a reference point for this programme.</p> <p>http://www.ccskills.org.uk/Standards/WhatareStandards/tabid/861/Default.aspx</p>		

	<p>Also professional & industry bodies such as:</p> <p>Professional Lighting & Sound Association (PLASA) Production Services Association (PSA) Association of British Theatre Technicians (ABTT) National Skills Academy (NSA)</p>
Language of study	English
Mode of study and normal period of study	Full time – 1 Academic year
Admissions criteria	
<p>Applicants will normally possess a recognised Live Events Production-related qualification comprising at least 120 credits at HE4 and 120 credits at HE5; for example a diploma of higher education, higher national diploma (HND) or foundation degree in a related subject.</p> <p>Acceptance will also usually be subject to passing a satisfactory interview (face-to-face or via Skype). The interview will allow us to determine your commitment to and suitability for the programme, as well as allow you to clarify any queries you may have.</p> <p>Please note that all interviews, tours or open days take place at the Backstage Academy campus, South Kirby, Wakefield.</p> <p>If English is not your first language you will also need IELTS 6.0 (or equivalent).</p>	
Additional admissions matters	
Not applicable	
Fitness to practise declaration	
Not applicable	
Aims of the programme	
<p>The principal aims of the programme are:</p> <ol style="list-style-type: none"> 1. Develop a critical insight into the live events industry operating within a local, regional, national and international arena. 2. Develop intellectual capabilities of research, problem solving, evaluation and synthesis. 3. Be prepared for employment and further study through the development of transferable 	

knowledge and skills.

4. Demonstrate a positive disposition towards, and the skills for, life-long learning and Personal Development Planning.

Distinctive features of the programme

This programme has been designed around the following key features:

Industry Engagement and Work Based Opportunities – You will be given the opportunity to work on a range of industry based projects (including work in the LS-Live Rehearsal Arena), in addition to attending manufacturers training on a range of equipment and software.

New ways of learning – based around the use of an electronic tablet device (which you will be given at the start of the course), you will explore and develop an electronic portfolio, evidencing your learning and work via a cloud based blog format. This provides you with a valuable resource to demonstrate your skills to prospective employers, and also provides an engaging means of assessing your work.

Programme learning outcomes

K. Knowledge and understanding

On completion of the programme successful students will be able to demonstrate systematic knowledge and understanding of

1. The principles which underpin events management in a local, regional, national and international context.
2. A range of roles and responsibilities in the industry.
3. The stakeholders involved in the live events production industry.
4. Event Industry business models and where to use them
5. Key management theories and implementation.
6. Business and finance in the context of the Live Events Industry.
7. Current industry standards and issues in respect of a range of work-related activities.

C. Cognitive, intellectual or thinking skills

On completion of the programme successful students will be able to demonstrate the ability to:

1. Use skills in critical reasoning and analysis.
2. Evaluate and apply theoretical concepts.
3. Synthesise data/information and interpret research findings.
4. Apply problem-solving techniques

<p>P. Practical, professional or subject-specific skills On completion of the programme successful students will be able to demonstrate the ability to</p>
1. Develop ideas based upon client, project or production briefs within constraints.
2. Develop relevant and viable business and financial plans
3. Devise considered and thorough risk assessments to enable the safe implementation of event plans
4. Evaluate and develop management skills.
5. Demonstrate an ability to use accepted event management theories and concepts in practical scenarios.
6. Appraise own needs for academic, personal and professional development and make recommendations (Personal Development Planning)
<p>T. Transferable, key or personal skills On completion of the programme successful students will be able to demonstrate the ability to:</p>
1. Independently plan, conduct and report a programme of original research.
2. Communicate effectively in formal and informal environments using a variety of means.
3. Demonstrate a range of information technology skills.
4. Manage time and workload.
5. Work independently or as part of a team.
6. Be socially, publicly and ethically responsible.
7. Demonstrate work based skills in a variety of event related activities.

Programme structure

Module Code	Module title	Core/ Option/ Elective (C/O/E)	Credits	Length (1, 2 or 3 periods)
LEP6001	The Integrated Music and Live Events Production Business	Core	20	1
LEP6002	Production Planning and Management	Core	20	1
LEP6003	Event Logistics	Core	20	1
LEP6004	Work Related Project	Core	20	2
LEP6005	Major Project	Core	40	2

Learning and teaching strategies

A variety of teaching and learning strategies is employed throughout the programme in order to develop appropriate concepts, knowledge and skills and achievement of the stated learning outcomes. Some of these will be experienced during formally timetabled classes with a Local Tutor; others may be adopted personally to facilitate your own learning.

It is important to realise that the time spent with a Local Tutor during formally scheduled learning and teaching activities is only a small part of the learning time identified for a module. In addition to this time a significant amount of time is spent in guided independent study. This independent study time should be spent, for example, engaging in general background reading, preparing for seminar activities, working on assignments, revising for examinations, and/or completing voluntary work placements to gain a wide and varied amount of experience within the live events industry, which is valued by event industry employers .

A variety of teaching and learning methods provide access to learning to meet a wide range of learner needs and are aimed at widening participation amongst learners to avoid exclusion and develop learner skills in academic studies, the workplace and personal life situations. The methods employed include: lectures; workshops; tutorials (group and individual); guest speakers; work experience in the form of a period of a managed work placement; development of employability skills; information literacy skills development; and personal development planning (PDP) which logs in particular all the voluntary and paid work experience activities completed. However individual Local Tutors are free to introduce techniques that they view as especially suitable in aiding learning in their specialist area. The learning and teaching strategy for each individual module is detailed in the module guides that you will receive at the beginning of each academic semester or trimester.

Learning activities (KIS entry)

	Course Year
	HE6
	%
Scheduled learning and teaching activities	19
Guided independent study	69
Placement/study abroad	12

Assessment strategy

The assessment strategy for the programme is designed to ensure that you achieve the overall aims and learning outcomes of the programme, as well as the learning outcomes for individual modules.

Assessment serves several functions. The obvious and primary function is to evaluate your achievement. However, assessment also serves to help you organise and develop your learning. Feedback from assessment serves an important educational function and can help you develop your skills and understanding of your own strengths and weaknesses.

The types of assessment you will be required to complete fall into two general categories, formative and summative.

Formative assessments are activities that do not contribute to your overall module grade. They are however an integral part of the learning strategy for a module and you are required to complete them. They will be marked and you will receive feedback on your level of achievement.

Summative assessments are those assessment activities for which the marks will contribute to the overall module grade. You will also receive feedback on these assessments so that you will know what you have done well and where you can improve.

Many different forms of assessment are employed on the programme. For both formative and summative purposes, the major forms are: coursework (usually essays); practical project reports; design and analysis assignments; case studies; and oral presentations.

Assessment methods (KIS entry)

	1	Course Year
Written exams		
Coursework	70%	
Practical	30%	

Assessment regulations

- Assessment Regulations for Undergraduate Modular Programmes

Grade bands and classifications

Grade Description

Work of exceptional quality	High	80+
	Middle	75-79
	Low	70-74
Work of very good quality	High	67-69
	Middle	64-66
	Low	60-63
Work of good quality	High	57-59
	Middle	54-56
	Low	50-53
Work of satisfactory quality	High	47-49
	Middle	44-46
	Low	40-43
Borderline fail		35-39
Fail		Below 35

Role of external examiners

External examiners are appointed for all programmes of study. They oversee the assessment process and their duties include: approving assessment tasks, reviewing assessment marks, attending assessment boards and reporting to the University on the assessment process.

Support for student learning

- The programme is managed by a Course Manager at Backstage Academy.
- An induction programme introduces the student to the Backstage Academy, the University of Bolton and to their programme of study.
- Each student has a personal tutor, who is responsible for their support and guidance
- Personal Development Planning (PDP) integrated into all modules
- Feedback on formative and summative assessments
- Remote access to the University of Bolton's Student Centre providing a one-stop shop for information and advice
- Remote access to the University of Bolton's Careers Service
- An onsite Library and Apple Mac suite
- University of Bolton counselling service
- The Students' Union advice services based at the University of Bolton
- Off Campus Division Student Handbook and Programme Handbooks which provide information about the programme and University regulations
- There are many opportunities to develop skills for employment

Methods for evaluating and enhancing the quality of learning opportunities

- Programme committees with student representation
- Module evaluations by students
- Regular feedback on course content from visiting industry specialists and manufacturers
- Student satisfaction surveys
- Annual quality monitoring and action planning through Programme Quality Enhancement Plans (PQEPs)
- Peer review/observation of teaching
- Professional development programme for staff
- External examiner reports

Other sources of information

Student portal (<http://www.bolton.ac.uk/Students/Home.aspx>)

Students Union (<http://www.ubsu.org.uk>)

Off Campus Division Student Handbook <http://www.bolton.ac.uk/Students/Home.aspx>

Programme Handbook ([add link](#))

Student Entitlement Statement

Module database (http://data.bolton.ac.uk/academicaffairs/view_modulelist.asp)

Moodle

External examiners reports

<http://www.bolton.ac.uk/Quality/QAECContents/ExternalExaminersReports/Home.aspx>

Document control	
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Learning outcomes

Module title	Mod Code	Status C/O/E	K1	K2	K3	K4	K5	K6	K7	C1	C2	C3	C4	P1	P2	P3	P4	P5	P6	T1	T2	T3	T4	T5	T6	T7	
Level 6																											
The Integrated Music and Live Events Production Business	LEP6001	C	TDA	TDA	TDA	TDA	TDA	TDA	TA	TDA	TD	T	TD				T			T	TDA	TDA		DTA	T	D	
Production Planning and Management	LEP6002	C	TDA	TDA	DA	DT	TDA	TDA	TA	DA	TDA		DA	TD	TDA	TDA	D	TDA	TDA	TDA	DA	DA	TD	DA	TDA	TDA	
Event Logistics	LEP6003	C	TDA	D	D		TDA	TDA	TA	DA	DA		DA								DA	DA	D	DA	DA	TDA	
Work Related Project	LEP6004	C	DA	DA	D		DA	D	DA	DA	D	DA	DA	TDA			DA	D	TDA	TDA	DA	DA	DA	DA	D	TDA	
Major Project	LEP6005	C	DA	DA			DA	DA	DA	DA	D	DA	TDA	TDA	DA		DA	DA	DA	DA	DA	A	DA	A	D	A	

K. Knowledge and understanding P. Practical, professional and subject specific skills C. Cognitive, Intellectual and thinking skills T. Transferable, key or personal skills. Complete the grid using the following (Developed = D, Taught = T, Assessed = A)

Module listing

Module title	Mod Code	New? ✓	Level	Credits	Type	Core/Option/Elective C/O/E	Pre-requisite module	Assessment 1			Assessment 2			Assessment 3		
								Assessment type	Assessment %	Add Y if final item	Assessment type	Assessment %	Add Y if final item	Assessment type	Assessment %	Add Y if final item
The Integrated Music and Live Events Production Business	LEP6001	✓	6	20	Stan	C		PRAC	60		CW	40	Y			
Production Planning and Management	LEP6002	✓	6	20	Stan	C		PRAC	40		CW	60	Y			
Event Logistics	LEP6003	✓	6	20	Stan	C		CW	60		CW	40	Y			
Work Related Project	LEP6004	✓	6	20	Plac	C		CW	100	Y						
Major Project	LEP6005	✓	6	40	Diss	C		CW	20		CW	70		Prac	20	Y

Bolton Key Core Curriculum requirements

Module Title	Module Code	C/O/E	Employability											Bolton Values		
			PDP	Communication	Team work	Organisation & Planning	Numeracy	Problem solving	Flexibility & adaptability	Action planning	Self awareness	Initiative	Personal impact & confidence	Inter-nationalisation	Environmental sustainability	Social, public and ethical responsibility
The Integrated Music and Live Events Production Business	LEP6001	C	TDA	TDA	D	TDA	TDA				D	DTA	DT			TD
Production Planning and Management	LEP6002	C	TDA	TDA	D	TDA	TDA	TDA	TD	TD	D	TDA			TD	
Event Logistics	LEP6003	C		TDA	D	TDA	D	TD		TD	D	TDA		TDA	TDA	
Work Related Project	LEP6004	c	TDA	TDA	D	TDA	D	TDA	DA	TDA	TDA	D	DA	TD	D	
Major Project	LEP6005	c	DA	TDA	D	TDA		DA	DA	TDA	TDA	TDA	D	TD	D	D

Complete the grid using the following (Developed = D, Taught = T, Assessed = A)