



LANGLEY PARK SCHOOL FOR GIRLS CO-ED SIXTH FORM

A student guide booklet to:

Pearson Level 3 BTEC in Creative Digital Media

The Visual Arts Department at LPGS 2026-27

A Student Guide Booklet to the Pearson BTEC Level 3 National Diploma & Extended Certificate in Creative Digital Media



"Every child is an Artist. The problem is how to remain an Artist once we grow up."
(Pablo Picasso)

Statement from the Visual Arts Department

Creative Digital Media is both a form of communication and a means of expressing ideas and feelings. It forms a language which complements that of literary, mathematical, scientific and factually based subjects. Creative Digital Media is especially concerned with the development of those complex mental processes involved in visual perception and aesthetic experience. Creative Digital Media provides opportunity for personal expression and encourages imagination, sensitivity, conceptual thinking, powers of observation, analytical abilities and fosters practical skills. Students are taught by an enthusiastic and hard-working team of highly qualified staff. High quality of outcomes is consistently promoted across the department.

What we expect from our students

We want our students to:

- Demonstrate an awareness and competence in identifying opportunities and issues which can be investigated through Creative Digital Media activity.
- Record from direct observation and personal experience, perceive, understand and express concepts and feelings, to experiment and innovate imaginatively.
- Demonstrate a greater awareness and expertise in those areas of creative thinking which can be expressed through the process of designing, making and evaluating.
- Acquire knowledge and understanding of materials, equipment, tools, and techniques to enable them to design and make quality work to the best of their ability of which they can be proud.
- Develop valuable skills such as researching, recording, analysing, inventing, communicating, manipulating, constructing, resourcefulness, discriminating and evaluating which can be deployed in their work.
- Recognise that skills and knowledge, acquired through Creative Digital Media activity, can be applied constructively in other areas of the curriculum.
- Acquire and apply a greater understanding and awareness of Creative Digital Media and its continually developing role in society.
- Appreciate the increasingly important contribution which Creative Digital Media makes in providing growth within the economy, which accounts for increasing employment opportunities via the leisure, entertainment, heritage industries, fashion and product design and export.
- Demonstrate an awareness of the role of Creative Digital Media in relation to the environment and environmental issues.
- Develop a wider interest in Creative Digital Media that extends into their lives beyond the school.
- Recognise the significance and value of using ICT in Creative Digital Media, applying these skills in both designing and making so as to enhance quality and achievement.

Facilities within the Visual Arts Department

Students working within the Visual Arts Department can enjoy a huge range of facilities to assist them in their learning and making as their courses develop.

- We have three dedicated computer rooms T001, T003 and T104 for carrying out high-quality Digital Photographic work and computer-based Graphics, Animation and Film; equipped with high spec computers all of which run the full Adobe CC software such as Photoshop, Lightroom, Adobe Prem, Adobe After Effects etc.
- We have 2 large Art teaching rooms downstairs and 2 large Textiles teaching rooms upstairs which are equipped to carryout subject specific skills within each dedicated area.
- Upstairs is a dedicated print Film studio, fully equipped with cameras and lighting to carry out recording of presentation, documentaries, sound recording etc
- The main foyer area acts as a working area, an exhibition space and also a photographic studio, fully equipped with an array of lighting and backdrops for studio based photographic work.
- We have a dedicated Podcasting room to carry out sound recording and podcasting
- We also have 2 darkrooms to carryout traditional analogue/wet photography, alongside our Digital Photographic work.
- Finally, we have a pottery room with 2 large clay Kilns for carrying out three-dimensional clay aspects of project work.

As you can see you are entering an environment that has been developed over time to support your needs on your course. Please aim to use this space effectively in your developing work; treat it with maturity and respect and consider others when using and cleaning the space. Treated with respect this great hub of vibrant activity will give you a sense of belonging and meaning and will enable you to develop rich and exciting work on your journey in The Visual Arts.

About your course

Pearson BTEC Level 3 National Diploma and Extended Certificate in Creative Digital Media

This qualification is designed for post-16 learners who want to study Creative Digital Media related degree courses in higher education. Learners gain knowledge and understanding of visual communication and the creative process to develop their creative voice. Learners develop an understanding of the importance and influence of the work of artists/creatives and designers to develop and realise their creative intentions. They produce a portfolio of Creative Digital Media work to support progression to higher education. Optional units allow learners to gain knowledge in areas such as sound recording, camera operation, lighting techniques, animation, script writing.

We offer 2 qualification levels – both are studied over two years:

Pearson BTEC Level 3 National Extended Certificate in Digital Film and Video Production - This course is made up of 5 units of work of which 2 are Mandatory and 1 of these are external. The other 3 units are selected by staff to build a rich and diverse course, enabling students to develop a varied portfolio ready for application to higher level courses and work placements.

Pearson BTEC Level 3 National Diploma in Film and Television Production - This course is made up of 10 units of work of which 4 are Mandatory and 2 of these are external. The other 6 units are selected by staff to build a rich and diverse course, enabling students to develop a varied portfolio ready for application to higher level courses and work placements.

Course Structure & Units

The mandatory units **MUST** be studied by all students:

UNIT 3 – DIGITAL MEDIA SKILLS – (dip and ext cert)

UNIT 7 – MEDIA ENTERPRISE – (dip only)

UNIT 8 – RESPONDING TO A COMMISSION – (dip only)

UNIT 10 – FILM PRODUCTION – (dip and ext cert)

Of the mandatory units 3 and 8 are all externally set and assessed – staff guide you through this process during the course.

Of the mandatory units 7 and 10 are internally set and assessed – staff guide you through this process during the course.

In addition to the mandatory units there are further optional units of work which have been selected by staff as follows:

OPTIONAL UNITS

UNIT 19 – SCRIPT WRITING - (dip and ext cert)

UNIT 20 – SINGLE CAMERA TECHNIQUES – (dip only)

UNIT 21 – FILM EDITING – (dip and ext cert)

UNIT 35 – MUTI CAMERA USE – (dip only)

UNIT 25 – SOUND RECORDING – (dip only)

UNIT 36 – LIGHTING TECHNIQUES – (dip and ext cert)

These units are internally set and assessed – staff guide you through this process during the course.

Each unit of work is delivered by different staff. Staff will introduce you to units of work and they will guide you through the work you need to do:

EF – Mr Fox Joyce – ef@lpgs.bromleysch.uk - Head of Visual Arts Faculty

MG – Mr Gray – mg@lpgs.bromley.sch.uk - Teacher of Media

Staff will introduce units of work through structured lessons called the Teacher and Learning activities. These activities will give you all the guidance and experience you need to then approach the set assignment briefs. When working on aspects of the set assignment briefs students must work independently without teacher support and at this point, they should refer to the Teaching and Learning Activities part of the unit to support their independent progress.

It is vital that you engage with your different subject teachers quickly and that you fully immerse yourself in your working practice as quickly as possible to utilise your time well and develop into a reflecting, inquiring and independent young Artist.

Units of work are delivered to you at set times during the academic year. Please see the attached Assessment Plan for details on set deadlines throughout the year. It is vital

that you stick to these key dates. You are not permitted to change any of these dates. If due to long term illness or other issues you are unable to meet a certain date, then you must discuss this matter with Mr Fox Joyce (Head of Visual Arts Faculty)

Overview of course structure

YEAR 12/13 – BTEC CREATIVE DIGITAL MEDIA - BTEC DIPLOMA AWARD

STAFF	AUTUMN	SPRING	SUMMER
EF	YEAR 12 – DIPLOMA UNIT 36 – LIGHTING TECHNIQUES O TEACHING LEARNING PERIOD – ½ AUTUMN HAND OUT ASSIGNMENT AT HALF TERM	YEAR 12 – DIPLOMA UNIT 21 – FILM EDITING O TEACHING LEARNING PERIOD – ½ SPRING HAND OUT ASSIGNMENT START OF SUMMER TERM	
MG	YEAR 12 – DIPLOMA UNIT 19 – SCRIPT WRITING O TEACHING LEARNING PERIOD – ½ AUTUMN HAND OUT ASSIGNMENT AT HALF TERM	YEAR 12 – DIPLOMA UNIT 25 – SOUND RECORDING O TEACHING LEARNING PERIOD – ½ SPRING HAND OUT ASSIGNMENT AT HALF TERM	YEAR 13 – DIPLOMA UNIT 10 – FILM PRODUCTION M – IN TEACHING LEARNING PERIOD – ½ SUMMER TERM - HAND OUT AT HALF TERM SUMMER – HAND IN END OF SEPT
EF	UNIT 21 – FILM EDITING END OF SEPT	YEAR 13 – DIPLOMA UNIT 7 – MEDIA ENTERPRISE M – INT T&L WITH ASSIGNMENT UNIT 35 – MULTICAMERA TECHNIQUES –PART B&C - DEADLINE EASTER T&L WITH ASSIGNMENT	YEAR 13 – DIPLOMA UNIT 8 – RESPONDING TO A COMMISSION M – EX (22-04 -?)
MG	UNIT 10 – FILM PRODUC TION M – IN CONT - END OF SEPT	YEAR 13 – DIPLOMA UNIT 20 – SINGLE CAMERA TECHNIQUES O T&L WITH ASSIGNMENT UNIT 35 – MULTICAMERA TECHNIQUES -PART A – DEADLINE EASTER T&L WITH ASSIGNMENT	YEAR 13 – DIPLOMA UNIT 3 – DIGITAL MEDIA SKILLS M – EX TASK BOOKLET – END OF FEB 120 GLH FEB TO MAY ASSESSMENT PERIOD (24-02-?)

Level 3 National Diploma in Film and Television Production (equivalent of 2 x A Levels) – 10 units – 4 mandatory two of which are external

O = OPTIONAL UNIT IN = INTERNAL UNIT EX = EXTERNAL UNIT M = MANDATORY UNIT GLH = GUIDED LEARNING HOURS

- All staff must follow the above timeline in order to meet the requirements of the teaching period and the independent assignment period – specific dates on deadlines and assessment of work are to be found on the detailed assessment plan
- All students must be supported and encouraged to meet the set deadlines – staff are expected to collect and assess work according to this timeline and the detailed assessment plan in order to insure consistency and the smooth running of the programme over the 2 year course

YEAR 12/13 – BTEC CREATIVE DIGITAL MEDIA - BTEC EXTENDED CERT AWARD

STAFF	AUTUMN	SPRING	SUMMER
EF	YEAR 12 – EX-CERT UNIT 36 – LIGHTING TECHNIQUES O TEACHING LEARNING PERIOD – AUTUMN TERM HAND OUT ASSIGNMENT AT START OF SPRING TERM		YEAR 12/13 – EX-CERT UNIT 21 – FILM EDITING O TEACHING LEARNING PERIOD – SUMMER TERM HAND OUT ASSIGNMENT BEFORE SUMMER HOLIDAY
MG	YEAR 12 – EX-CERT UNIT 19 – SCRIPT WRITING O TEACHING LEARNING PERIOD – AUTUMN TERM HAND OUT ASSIGNMENT		YEAR 12/13 – EX-CERT UNIT 10 – FILM PRODUCTION M – IN TEACHING LEARNING PERIOD – SUMMER TERM HAND OUT ASSIGNMENT BEFORE SUMMER HOLIDAY
EF	YEAR 13 – EX-CERT UNIT 21 – FILM EDITING O STUDENTS WORK ON SET ASSIGNMENT INDEPENDENTLY AUTUMN TERM AND PART OF SPRING TERM	(AS BELOW)	
MG	YEAR 13 – EX-CERT UNIT 10 – FILM PRODUCTION M – IN STUDENTS WORK ON SET ASSIGNMENT INDEPENDENTLY AUTUMN TERM AND PART OF SPRING TERM	YEAR 13 – EX-CERT UNIT 3 – DIGITAL MEDIA SKILLS M – EX TASK BOOKLET – END OF FEB 120 GLH FEB TO MAY ASSESSMENT PERIOD (24-02-?)	

Level 3 National Extended Certificate in Digital Film and Video Production (equivalent of 1 x A Level) – 5 units – 2 mandatory one of which is external

O = OPTIONAL UNIT IN = INTERNAL UNIT EX = EXTERNAL UNIT M = MANDATORY UNIT GLH = GUIDED LEARNING HOURS

- All staff must follow the above timeline in order to meet the requirements of the teaching period and the independent assignment period – specific dates on deadlines and assessment of work are to be found on the detailed assessment plan
- All students must be supported and encouraged to meet the set deadlines – staff are expected to collect and assess work according to this timeline and the detailed assessment plan in order to insure consistency and the smooth running of the programme over the 2 year course

Further information about specific units of work and the material we cover can be found in our shared resources area at - [WELCOME TO THE VISUAL ARTS FACULTY](#) – see KS5 and then BTEC L3 Creative Digital Media

Assessment

Internal units are assessed by staff at set times which are shared with all students. If staff deem that a student could make improvements to their work after the first assessment, then they will inform the student about this. A period of 15 days is given in which the student can rework their work and then resubmit to the same teacher for reassessment. This can only happen once and must happen within the stipulated time frame.

All students **MUST** adhere to set specific deadlines. Handing work in late and beyond any set deadline is unacceptable and will not be considered for assessment. Students must learn to manage their time effectively and meet all set deadlines.

You will receive a grade for each unit of work as you develop through the course, and these should be mapped on the attached grade sheet for your record. Grades are set as – Fail/Pass/Merit/Distinction – each unit that you work on clearly states set criteria that you need to demonstrate in order to be able to meet the set grades – your teachers will guide you through this process. When grades are awarded, you will also get formal feedback, and it is important that you read and act on this to aid you with other units of work.

External units are set at certain points towards the end of year 13, they could be anything from an hour of work to 5 hours work or more. The completed work is then sent to the exam board to assess, and grades are published in August each year. Staff are not involved in the assessment process for external units.

Calculation of Qualification Grade

Extended Certificate		Foundation Diploma		Diploma		Extended Diploma	
360 GLH		510 GLH		720 GLH		1080 GLH	
Grade	Points threshold	Grade	Points threshold	Grade	Points threshold	Grade	Points threshold
U	0	U	0	U	0	U	0
Pass	36	P	51	PP	72	PPP	108
				MP	88	MPP	124
						MMP	140
Merit	52	M	73	MM	104	MMM	156
				DM	124	DMM	176
						DDM	196
Distinction	74	D	104	DD	144	DDD	216
				D*D	162	D*DD	234
						D*D*D	252
Distinction*	90	D*	130	D*D*	180	D*D*D*	270

Plagiarism & AI

BTEC Level 3 Plagiarism Policy and Procedures

1. Purpose and Scope

This policy outlines the standards and procedures regarding plagiarism and academic integrity for all students enrolled on BTEC Level 3 programmes. It applies to all forms of assessed work, including written assignments, projects, presentations, and digital submissions.

2. Definition of Plagiarism

Plagiarism is defined as presenting another person's work, ideas, or intellectual property as one's own without proper acknowledgment. Examples include:

- Copying text or data from any source (including online materials) without citation.
- Paraphrasing another person's ideas without proper referencing.
- Submitting another student's work, in whole or in part, as one's own.
- Self-plagiarism (resubmitting previously assessed work without permission).

3. Expectations of Academic Integrity

All students are expected to:

- Produce original work that reflects their own learning and effort.

- Reference all sources accurately using the centre's approved citation style.
- Seek support from tutors on correct referencing and academic writing conventions when uncertain.

Tutors and assessors will provide guidance and training on academic integrity and the proper use of digital and online resources.

4. Use of Artificial Intelligence (AI) Tools

BTEC students are encouraged to develop digital literacy skills, including understanding how to use Artificial Intelligence (AI) responsibly. However, the **inappropriate use of AI** constitutes academic misconduct.

Inappropriate use of AI includes:

- Submitting AI-generated content as original student work.
- Using AI tools (such as text generators, code writers, or image creators) to complete assessed tasks without prior authorisation.
- Failing to acknowledge when AI tools have been used to support writing, research, or translation.
- Using AI to fabricate, falsify, or manipulate data, references, or responses.

Permitted use of AI may include:

- Checking grammar or structure if explicitly authorised by the tutor.
- Using AI tools to support idea development or research planning where disclosure is made in the final submission (e.g. in an appendix or statement of use).

Students uncertain about AI use must seek clarification from their tutor **before submitting assessed work**. Misuse of AI will be treated with the same seriousness as plagiarism or collusion.

5. Detection and Initial Review

If a staff member suspects plagiarism or inappropriate use of AI:

1. The assessor will collect evidence (e.g. similarity reports, content analysis, or comparisons to typical student output).
2. The Programme Leader will conduct an **initial review** to assess validity.
3. If warranted, the student will be notified in writing and invited to an informal meeting to discuss the findings.

6. Formal Investigation Procedure

Where concerns remain after the initial review:

1. The case will be referred to the **Quality Nominee** or Academic Misconduct Panel.
2. The student will receive written details of the allegation, supporting evidence, and a meeting date.
3. The student may be accompanied by a peer or student representative.
4. The panel will review all evidence and the student's statement before deciding on an outcome.

7. Possible Outcomes

- **No case to answer:** Work is graded as normal.
- **Minor misconduct (first offence/unintentional):** Formal warning issued; resubmission permitted (with or without penalty).
- **Major misconduct (deliberate or repeated offence):** Unit graded as **Fail (F)**; possible disciplinary action under the centre's Code of Conduct.

All outcomes and reasoning will be formally recorded.

8. Appeals

Students may appeal the decision in writing within **10 working days** of notification, following the centre's academic appeals procedure.

9. Record Keeping and Reporting

All cases of academic misconduct, including AI misuse, will be documented for internal review. Termly and annual reports will inform quality assurance processes and prevent recurrence.

10. Review of Policy

This policy will be reviewed annually to ensure alignment with Pearson BTEC regulations, emerging AI developments, and institutional quality standards.

Simplified summaries and links to:

- Assessment malpractice & plagiarism
[JCQ plagiarism in assessments](#),
[AI use in assessments](#)
[LPGS Malpractice Policy](#)

- Appeals procedure and deadline dates
3.1 [LPGS Exams Policy](#)
- Resubmission rules [LPGS6 Level 3 Vocational Examinations and Resits Entry Policy.docx](#)

Materials needed for the course

Students do not need to provide any materials for this course. All the cameras we use, the lighting and even the Adobe CC software is provided by the school.

*You will need a notebook and pen to take notes during lessons to aid you with typing up notes using a digital blog.

The Future

Most students on completing this course go on to study a Creative Digital Media related course at a higher level. Normally students go on to study a further year on a general foundation course and then they move on to a specific Degree course.

We have a partnership with UCA (University of Creative Arts) and Ravensbourne University and we work with UAL (University Arts London). During the academic year we take students on trips to these centres, and they make visits to LPGS to share information regarding their courses and the application process and how to develop portfolios of work for application'

Department staff can offer advice and support to students on making choices about further courses and the application process. We invite in guest speakers from universities to talk about their courses and we invite back ex-students to share their experiences of the various course that they have studied with you.

Many of our students have progressed through a general Foundation course and then on to degree courses in areas such as, Film, Animation, Photography, Media Production, Editing etc.

Students can also go directly into work placements, and we have many students who have used this route to move directly into the Creative Digital Media Industries in areas such as Photography, Film, Animation, Editing etc.

Many of our students who do not go onto university to study look for work experience and/or apprenticeships. We use platforms such as ERIC - <https://www.meet-eric.com/> - to

help find such career possibilities for our students. Many of our students also seek such opportunities through national broadcasting companies such as the BBC and independent groups such as Sky TV, ITV, Chanel 4 etc who all offer apprenticeship schemes.

We are fully invested in how our students not only develop over the two-year course at LPGS but also how they develop into long and sustainable creative careers in their futures.

The Future really is bright for those seeking a career within the Arts Industries. Recent government figures state that: **Creative industries are worth almost £10 million an hour to the British economy**

Frequently Asked Questions

“What happens if I miss a deadline?”

- If you miss a deadline without agreement (such things as a medical issue previously outlined with the HOF – or a family situation/matter previously outlined to the HOF) - then you will get graded a U grade or FAIL.
- If you miss a set deadline and hand in work a little later, then you will get graded a U grade or FAIL.
- Students/parents are not permitted to change or ignore set deadlines due to set time limitations for staff to assess and give feedback on submitted work.

“Can I resubmit work?”

- Work can only be resubmitted at a teacher’s discretion – it is not up to a student or parent to decide they have the right to a resubmission.
- If a student fails a unit of work, then they be given time to resubmit.
- If a student achieves a PASS or MERIT grade, then a teacher might not offer a resubmission as they might consider this will affect time spent completing other units of work.
- If a resubmission is granted, then a student will be given 15 school days in which to achieve this and a new deadline will be set – this period cannot be split over a school holiday but must happen within a school term.

- If a student, then fails a resubmission they will be give one final chance to retake the unit but they will only be able to achieve a PASS grade and no higher level – this retake again takes place over a 15 day period – a retake marks the end of the process and no final submissions can be made.

“What if I fail a unit?”

- If a student fails a unit after a retake, then this marks the end of that unit.
- Students MUST pass all mandatory units of work – if they fail one then they will fail the whole course – if they fail a non-mandatory unit then they do not fail the whole course but this fail will of course affect their overall grade at the end of the course.

LPGS Student Agreement – BTEC Media L3 Courses

I (add full name here_____) can confirm that I have read, in full, the course handbook for BTEC Media courses at LPGS.

I fully understand the content and especially understand the assessment process and the importance of meeting set deadlines.

I additionally understand the importance of how and how not to use AI in my work and the issues connected with plagiarism.

Please sign here _____

Please add full name here_____

Please add date here_____