

**PROPOSAL FORM FOR THE APPROVAL OF THE FULL DEVELOPMENT OF A NEW ACCREDITED PROGRAMME
OR FOR THE STRUCTURAL CHANGE OF AN EXISTING ACCREDITED PROGRAMME**
(Refer also to Doc 013: Design, Development, Approval of Programmes/Courses)

This form is to be used as template for the creation of the proposal of a new programme or the updating of an existing one. Most of the sections will require the user to write essays on separate sheets and attach them to this form to compile the report.

Section A : General Information (To be filled in FULL by Course Proposer)			
			Insert ✓
New Programme (All Sections to be filled-in).			
Structural changes to existing programme (Please provide only information that is new and relevant to the structural changes being proposed to the programme).			<input checked="" type="checkbox"/>
Current Title of Programme	Award in Photographic Arts		
Updated / New Title of Programme	Intermediate Certificate in Photography		
Date of Submission of Form to Education & Training Programmes Office (pre-approval stage)	30.06.2022		
Approval by Institute Director or Delegate	Dr. Martina Caruana	Name of DP proposing programme for approval by EMT	Dr Mario Cardona
Hosting Institute/ Department (Insert ✓) <input type="checkbox"/> IAS <input type="checkbox"/> IAS-CAAAS <input type="checkbox"/> IBMC <input type="checkbox"/> ICS <input checked="" type="checkbox"/> ICA <input type="checkbox"/> IICT <input type="checkbox"/> IET-EE <input type="checkbox"/> IET-CE <input type="checkbox"/> IET-ME <input type="checkbox"/> IET-CMS <input type="checkbox"/> IET-AE <input type="checkbox"/> IET-MV <input type="checkbox"/> ARIC <input type="checkbox"/> CPD <input type="checkbox"/> Other (please specify): _____			
1. Reason why programme is being proposed <i>(use additional pages where necessary)</i> This course is an opportunity for those beginning photographers who mastered their technical skills related to photography and are interested in exploring the medium further. The reason why this course is being offered is that photography is a wide medium that may be expressed through multiple genres and for this reason; in particular, students should have the opportunity to explore different photographic genres whilst also attempting to define their own styles and niche. This programme will replace the non-accredited unit.			
2. Course Description <i>(Please also provide the official course / programme description which is to be made public on the MCAST/MG21 website/prospectus)</i> The rationale behind this course is to guide students who already demonstrate a good basic understanding of photography and its techniques but would like to improve the level of their photographic skills and competencies to a higher standard. This course will introduce students to different photographic genres and their different requirements in the work industry. Ultimately, this course will also support students in producing a series of photographs depicting a theme or narrative, professionally editing their work and finally being able to present their work in front of an audience whilst explaining their conceptual project.			
3. Overall Learning Outcomes of Programme <i>(The submitted outcomes are in draft format and subject to review and approval by the Education & Training Programmes Department. Use additional pages where necessary)</i> Learning Outcome 1: Use photographic equipment and techniques at an industry level. <ul style="list-style-type: none"> - Topics to be covered: <ul style="list-style-type: none"> o Fully understand the functions of a DSLR o Distinguish between different lenses and their uses o Understand white balance pre-sets o Understand the techniques and practices of producing a well-executed photograph Learning Outcome 2: Research photographic genres to compile a production folder with inspirations and ideas.			

- Topics to be covered:
 - o Explore different photographic genres (e.g., portraiture, photojournalism and street photography, fashion, etc.)
 - o Research techniques and explore the creative thinking process – from research to delivery

Learning Outcome 3: Produce a series of good-quality photographs depicting a theme or narrative.

- Topics to be covered:
 - o Work with a given brief
 - o Learn how to produce a visual photographic body of work

Learning Outcome 4: Use post-processing techniques to professionally finalise own work.

- Topics to be covered:
 - o Being critical in the selection of own work.
 - o Use post-processing techniques to professionally finalise work and make it ready for class exhibition.
 - o Printing work

Learning Outcome 5: Present and evaluate own work whilst giving critical feedback to others.

- Topics to be covered:
 - o Showcasing own work in front of other students and speaking about the process
 - o Critically evaluate own work and seek ways of improvement
 - o Provide critical feedback to others' work

4. Minimum entry requirements for Programme *(use additional pages where necessary)*

- Participants should be able to communicate in Maltese and/or English
- Participants should have a basic understanding of photographic techniques including, minimally, exposure values, the lens uses and light concepts.
- Participants should be in possession of an Introduction to Photography certificate and/or a Level 3 in Media Literacy studies
- Students who do not have
 - o either a qualification/Award in Photography
 - o or a Level 3 in Media Literacy Studies
- must present a portfolio.

5. Target audience/s (Insert ✓)

- Ages 3 – 16
 Ages 16 – 18
 Ages 19 – 30
 Age 31 – 65
 Age 65+

6. Target Group (Please indicate the type of learners that you anticipate joining this programme; ex. Further and higher education learners, Workers from industry, elderly students, etc.)

The target audience for this course would be students who completed the first course of introduction to photography, beginning photographers who would like to evolve their photographic knowledge and expertise, people who are already working in the industry and would like to practice different photographic genres and mature students as per maturity clause.

7. Type of Programme (Insert ✓) (in the case of programmes delivered as both full-time and part-time, kindly tick both boxes)

- Full-time prospectus
 Part-Time prospectus (MG2I)
 Non Full-Time Prospectus
 Training for Industry (MG2I)
 International

8. Mode of Attendance (Insert ✓)

- Full-Time
 Part-Time

9. Apprenticeship / Work Based Learning (Will the programme include any AWBL elements?) (Insert ✓)

- Apprenticeship
 Placement
 Internship
 Not Applicable

10. Post Nominals (please indicate the Post Nominals for the programme)

Not Applicable

11. Programme structure (Please ensure that ALL the following details are provided for each individual unit (as applicable):

1. List of vocational, key, transversal units
2. MQF Level
3. number of credits per unit
4. hours of total learning per unit (including the breakdown between contact hours, total learning hours)

5. programme duration (indicate the yearly and per semester allocation for the programme, or envisaged number of weeks/months for stand-alone programmes)
6. mode of delivery (face to face, online, blended, practical, WBL etc.)
7. exit awards/qualifications). NA

This unit will be delivered at MQF Level 4 with a total of 4 ECTS. Total learning hours will add up to 100 hours – 26 hours will cover unit guided learning hours (including lecturing, practical sessions and workshop tutorials), the other 74 hours will cover unit self-study hours (including portfolio developing, research, reading, etc.), additionally, these 74 hours will also include working on an assignment and continuous feedback by the tutor.

The Unit guided learning hours part of the course will be delivered on a face-to-face basis at the MCAST ICA; thus, lessons will be delivered through several practical lessons where students may practice the theory learnt. Additionally, by the end of the course, lessons will also serve as a workshop, where students will be encouraged to work on their own series of photographs, edit them and, also, gather feedback from one another.

Furthermore, this course will be delivered over a period of 13 weeks – with a 2-hour lecture per week schedule.

12. Language/s of Instruction (Please indicate the language/s of instruction of the programme)

Depending on the group of students, lessons may be held in Maltese/ English as, if needs be, instructions and demonstrations may also be delivered through language co-switching.

13. Internal and external stakeholder feedback (feasibility study), e.g., from students/students, industry, employers, NGOs etc. Note: In the case of courses requested by MG2i, it is the responsibility of MG2i to conduct internal and external stakeholder feedback and retain appropriate records). *(use additional pages where necessary).*

Photography jobs are increasingly being added on platforms like LinkedIn and Get Hitched, while requirements vary from events to commercial to wedding photography services. Consequently, this course would be highly beneficial for those beginning photographers who would like to expand their knowledge on different photographic genres and be able to use this medium's ability and be part of the professional photographic working industry.

14. Details of internal / external expertise (competences, qualifications) and approximate cost required to develop and deliver Programme *(use additional pages where necessary).*

The person in charge of delivering this qualification should be in possession of at least a degree in Photography (MQF 6) and should also be active in the photography industry.

15. List of physical resources (and approximate cost) that need to be procured specifically for the teaching, learning and assessment of the units of the Programme *(use additional pages where necessary).*

Physical Resources needed include:

- DSLR Cameras (Price range of a beginner DSLR – €350 to €500)
- Nikon, Canon or Sigma Lenses (depending on the available digital SLR)
 - o Eg. Canon EF-S 24mm f/2.8 – approx. €200
 - o Eg. Canon RF 50mm f/1.8 – approx. €250
 - o Eg. Canon EF 85mm f/1.8 – approx. €550
 - o Eg. Canon EF-S 18-55mm f/3.5-5.6 – approx. €250-€300
- Projector or TV Screen
- SD Cards
 - o 32GB Class 10 memory cards – approx. €20
- Adobe Lightroom and Photoshop
 - o Price from Creative Cloud including a package of Adobe Lightroom, Adobe Photoshop and 1TB of cloud storage is €23.59/month for individuals
 - o Price from Creative Cloud including a Creative Cloud package of all Adobe software is €330/year as part of a school/university plan.
- Lecturer to deliver the unit - €26/hour
 - o This is an all inclusive fee (covering both types of learning hours – contact and non-contact hours)

16. Is proposed programme compliant with regulatory requirements, where applicable?

Not Applicable

17. Has research and analysis been conducted to establish whether the course being proposed is related to a National Occupational Standards (NOS) / Occupational Profile / Regulated Profession?

Note : *The Course Proposer must conduct a thorough research and analysis in order to ensure that the major functions of the particular occupation (if any) have been considered for the course being proposed*

The research and analysis must cover as a minimum the following sources:

- (a) List of NOS : <https://mfhea.mt/national-occupational-standards/>
- (b) Occupational profiles via the Jobs Plus 'Occupational Handbook'
<https://secure.etc.gov.mt/occupationalflipbook/Html%20Output/Jobplus%20-%20Occupational%20Handbook.html>
- (c) Mutual Recognition of Professions:https://ncfhe.gov.mt/en/services/Pages/All%20Services/mutual_recognition_professions.aspx

Provide details of research conducted

Not Applicable

18. Scheduled launch date of new programme / date of next intake for existing programme

Comments

Section B : Pre-EMT Approval by Education & Training Programmes & Office of the Registrar

19. Suggested Programme Code (subject to Programme's approval)

Title	Signature	Date	Comments
Director Education & Training Programmes and Learning Support			
Registrar			

Section C : EMT Approval (To be filled-in by EMT)

EMT Decision *(Please enter 'Yes' where applicable)*

Proposal is approved . Proceed to stage 2 of 2 full course development (as per Doc 013) (Enter 'Yes' or 'No')	
Proposal is rejected (Enter 'Yes' or 'No')	
EMT requires further information from proposer (Enter 'Yes' or 'No')	

EMT Signatures

Title	Signature	Date
Principal & CEO		
Deputy Principal VPET (or) Deputy Principal R&I		

Comments / Conditions

Note 1: The proposed signature flow for this document is from proposer → to Institute Director → to Deputy Principal VPET → to Director Education & Training Programmes → to Registrar → to DP VPET/ DP R&I for proposal to EMT. Final approval is by EMT.
Note 2: Original of this signed Form to be scanned and sent by email to (a) Registrar, (b) Director Education and Training Programmes and Learning Support, (c) Director Quality Assurance, (d) Proposer and (e) MG2I GM (if applicable). Original of signed Form to be retained by EMT.
Note 3: Approval by EMT of a course requested by MG2i does not necessarily imply that the course is suitable for delivery as a course offered by MCAST to non-paying students.
Note 4: Completed DOC341 is to be submitted etprogrammes@mcast.edu.mt
Note 5: This document is to be used in conjunction with: *DOC 013 Design Development and Approval of Accredited and Non Accredited Programmes* and *DOC 028 Programme Cyclical Review Policy and Procedure* available at <https://www.mcast.edu.mt/college-documents/>

