

MONDAY (Week 1)

AM 9.00- 1.00

- Welcome and personal introductions
- Course objectives
- Studio tour and induction of studio equipment
- Understanding exposures, ISO Apertures and time, how to use a light meter and measuring exposures correctly
- White Balance

Theory and Practical Photographic Session (Traditional portrait)

- Practical shoot with model
- Understanding Lighting ratios and traditional lighting set-ups using multiple flash heads



PM 1.30- 5.00

Introduction to Photoshop session

- Cropping and bordering
- Sharpening
- Correcting exposures
- Levels using an adjustment layer
- Burn tool
- Removing blemishes
- Converting an image to B/W
- Backdrop manipulation

Image Awareness

- How to prepare images for final presentation



Day & Time	Subject	Assessment Criteria	Tutor activity	Learner Activity	Assessment of learning	Resources
Monday 9am-10.30am	Course introduction and outline, health and safety brief. Registration	Unit CAX215 4.1 4.2 Unit CAX216 3.1	PowerPoint presentation Questions and answers	Complete City & Guilds enrolment forms and FPP Health and Safety form To understand the aim of the unit and to be aware of the skills required for the end assessment.	Written handouts Questions and answers	Course handouts
Monday 10.30am- 11.30am	Using a light meter and understanding exposure settings	Unit CAX215 2.1, 2.2, 3.1 Unit CAX216 2	PowerPoint presentation Practical demonstration	To use a light meter and understand the relationship between: Time, Aperture and ISO	Written test Practical observation	PowerPoint presentation Course handouts Light meter
Monday 11.30am- 1.00pm	Studio flash head controls and attachments Traditional portrait shoot	Unit CAX215 1.1, 1.2, 2.1, 2.2, 3.1, 3.2, 4 Unit CAX216 2	Practical demonstration Questions and answers	Set-up a studio flash head and change the attachments and power settings Take a traditionally lit portrait using four studio flash-heads To understand lighting ratios Use of safe working practices	Practical Observation Participation	Course handouts Studio and studio equipment Model
Monday 1.30pm-5pm	Photoshop and understanding the principles of preparing an image ready for portfolio and final presentation	Unit CAX216 2.2, 2.3	Step by step demonstration Questions and answers	To adjust images using editing software To show an understanding of image/portfolio awareness	Practical observation Participation	PowerPoint presentation Course handouts Computer and editing software

TUESDAY (Week 1)

AM 9.00-12.30

Theory and Practical Photographic Session (Make-over/Model portfolio)

- Instruction on how to set up the studio for a high key shoot

Model Make-over with model (Using high key set-up)

- One of our most popular packages is a make-over and model shoot (this is not just for potential models) this is also sold as a gift voucher. It involves a professional makeover and a model shoot with three changes of clothes.



PM 1.00- 2.30

Theory and Practical Photographic Session (Make-over/Model portfolio)

- A continuation of the model make-over shoot with formal wear, e.g. A Cocktail Dress.



PM 2.30- 5.00

Theory and Practical Photographic Session (Couple/engagement)

Instructions and shoot with models on how to pose a couple for either an engagement /couple shoot. This will also demonstrate how we would pose a couple if we were photographing a function.



Portfolio development

- Using Photoshop to create portfolio images from earlier shoots

Day & Time	Subject	Assessment Criteria	Tutor activity	Learner Activity	Assessment of learning	Resources
Tuesday- 9.00am-2:30pm	Contemporary make-over shoot	Unit CAX215 1.1, 1.2, 2.1, 2.2, 3.1, 3.2, 4 Unit CAX216 1.1, 2.2, 3.1	PowerPoint presentation Practical demonstration Questions and answers	Set up a high key studio and do a contemporary makeover/fashion shoot Give direction to the model Safely upload captured images onto the computer Use of safe working practices	Practical Observation Participation	PowerPoint presentation Course handouts Studio and studio equipment Model
Tuesday 2:30pm-5:00pm	Couples/Engagement Shoot Portfolio development Preparing images using Digital Manipulation ready for output/presentation	Unit CAX215 1.1, 1.2, 2.1, 2.2, 3.1, 3.2, 4 Unit CAX216 1.1, 2.2, 3.1 CAX216 2.2, 2.3, 2.4	Practical demonstration Questions and answers	Set up the studio for high key and undertake a contemporary couples shoot Set up the studio for low key and undertake a classical couples shoot Give direction to the models Use of safe working practices Safely upload captured images onto the computer and use Photoshop to create images ready for portfolio	Practical Observation Participation	Course handouts Studio and studio equipment Model Computer and editing software

WEDNESDAY (Week 1)

AM 9.00- 12.30

Theory and Practical Photographic Session (Parent and Toddler)

- Photo shoots with models, using high key and classical lighting ratios.



PM 1.00-4.00

Portfolio development

- Using Photoshop to create portfolio images from earlier shoots



PM 4.00-5.00

Portfolio Awareness

- Project awareness
- Critique on personal images reference to a brief

Day & Time	Subject	Assessment Criteria	Tutor activity	Learner Activity	Assessment of learning	Resources
Wednesday-9am-12.30pm	Contemporary and Classical baby/child shoot	Unit CAX215 1.1, 1.2, 2.1, 2.2, 3.1, 3.2, 4 Unit CAX216 1.1, 2.2, 3.1	Practical demonstration Questions and answers	Set up the studio for high key Set up the studio using classical lighting ratios and various studio head attachments Do a studio shoot for a baby/child using both set-ups Give direction to the mother and child Use of safe working practices Safely upload captured images onto the computer	Practical Observation Participation	Course handouts Studio and studio equipment Models
Wednesday 1pm-4pm	Portfolio development Preparing images using Digital Manipulation ready for output/presentation	Unit CAX216 2.1, 2.2, 2.3	Observing Questions and answers	Safely upload captured images onto the computer and use Photoshop to create images ready for portfolio	Practical observation Participation	Course handouts Computers and editing software
Wednesday 4pm-5pm	Portfolio Awareness and critique	Unit CAX216 2.4	Observing Questions and answers	Understanding portfolio/image requirements and their relationship to fulfilling a brief/project	Practical observation Questions and answers Participation	Course handouts PowerPoint Presentation Internet & computer