

Week 1

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	R/601/2571 L/601/3542	PowerPoint presentation Questions and answers	Complete ABC 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	Camera settings (Compact and DSLR) . Using a light meter and understanding exposure settings. File formats	R/601/2571 1.1, 2.1, 2.2 2.3	PowerPoint presentation Practical demonstration	how to use a compact camera. How to use a light meter and understand the relationship between: Time, Aperture and ISO. Manual and Priority settings for DSLR. Understanding White Balance	Written test FPP.0038 Practical observation Questionnaire	PowerPoint presentation Course handouts DSLR Light meter
Monday	Studio flash heads. How to set for correct exposure Using different attachments and understanding how they shape the light. Correct handling and health & safety awareness	R/601/2571 2.1, 2.2, 2.3	Practical demonstration Questions and answers	Set-up a studio flash head and change the attachments and power settings to achieve desired ISO aperture and Shutter speed settings. Setting correct white balance and exposure setting into the camera	Practical Observation Participation Image capture	Course handouts Studio and studio equipment Light meter DSLR
Monday	Practical session outside using sunlight/light shapers and speedlight. Aperture, Shutter and manual modes	R/601/2571 2.1 2.2 2.3	Question and answers	Understand how to capture an image outside using sunlight/light shapers and speedlights. Use of safe working practices	Participation Practical Observation Image capture	Course handouts DSLR Diffusers/Reflectors Speedlight and attachments, light meter

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Tuesday 9am -12:30pm	Photoshop. Preparing an image ready for portfolio and final presentation and output Bridge and Lightroom introduction to file management systems	R/601/2571 3.3, 4 L/601/3542 2.1 2.2 4.1 4.2	Step by step demonstration Questions and answers	To adjust images using editing software To show an understanding of image/portfolio awareness introduction to professional image management software.	Practical observation Participation	PowerPoint presentation Course handouts Computer and editing software
Tuesday 1pm-2:30pm	Contemporary make-over shoot	R/601/2571 2, 3, 4	PowerPoint presentation Practical demonstration Questions and answers	Set up the studio for a high key shoot, Setting the Aperture, Shutter Speed, ISO and White Balance on the DSLR. 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 DSLR Diffusers/Reflectors Speedlight and attachments, light meter Model

<p>Tuesday 2:30pm-5:00pm</p>	<p>Couples/Engagement Shoot Portfolio development Preparing images using Digital Manipulation ready for output/presentation</p>	<p>R/601/2571 2, 3, 4 L/601/3542 2, 3</p>	<p>Practical demonstration Questions and answers</p>	<p>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</p>	<p>Practical Observation Participation</p>	<p>Course handouts DSLR Diffusers/Reflectors Speedlight and attachments, light meter Model Computer and editing software</p>
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Wednesday- 9am-12.30pm	Contemporary and Classical baby/child shoot	R/601/2571 2, 3, 4 L/601/3542 2, 3	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 DSLR Diffusers/Reflectors Speedlight and attachments, light meter Models
Wednesday 1pm-4pm	Portfolio development Preparing images using Digital Manipulation ready for output/presentation	R/601/2571 3, 4 L/601/3542 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	R/601/2571 5 L/601/3542 3.5	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

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Thursday-9am-12.30pm	Portrait of the bride at home Location shoot of the Bride and Groom	R/601/2571 2, 3, 4 L/601/3542 2, 3	Practical demonstration Questions and answers	Bride at home portrait shoot Give direction to the bride Photograph and direct the Bride and Groom at a local beauty spot Correct use of DSLR including AV, TV, Manual Settings and White Balance, camera flash/speedlight other accessories correctly Procedures and tasks relevant to the professional Photographer Use of safe working practices Safely upload captured images onto the computer	Practical Observation Participation	DSLR Diffusers/Reflectors Speedlight and attachments, light meter Model Course handouts
Thursday 1pm-3.00pm	Theory on running a Wedding photography business and promoting, marketing and advertising strategies to make it successful Social media, website, SEO, blogs, Instagram etc.	R/601/2571 Procedures and tasks relevant to the professional Photographer	Lecturing Questions and answers	Understanding procedures for the professional photographer	Feedback through questioning Listening, observing, note taking, asking questions Questions and answers	Course handouts

Thursday 3pm - 5pm	Portfolio development Preparing images using Digital Manipulation ready for output/presentation	R/601/2571 3 L/601/3542 2, 3	Lecturing Questions and answers	Safely upload captured images onto the computer and use Photoshop to create images ready for portfolio	Feedback through questioning Listening, observing, note taking, asking questions Questions and answers	Computers and editing software
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Friday 9am-10.00am	Theory on procedures for professional Wedding photography continued	R/601/2571 Procedures and tasks relevant to the professional Photographer	Lecturing Questions and answers	Listening, observing, note taking, asking questions	Feedback through questioning	Course handouts
Friday 10.00am-1.00pm	Portrait of the bride at home without studio lighting Location shoot of the Bride and Groom at a church	R/601/2571 2, 3, 4 L/601/3542 2, 3	Practical demonstration Questions and answers	Set up a high key shoot at home without studio lighting using window lighting How to photograph a Bride and Groom in a church using flash and not using flash using correct AV, Tv, ISO and White balance Use of safe working practices Safely upload captured images onto the computer	Practical Observation Participation	DSLR Diffusers/Reflectors Speedlight and attachments, light meter Models Course handouts Window and net curtain Church
Friday 1.30pm-4.30pm	Tutorial and critique on course work Continue working on portfolio for course project.	R/601/2571 3, 4 L/601/3542 2, 3, 4	Lecturing Questions and answers Tutorials	To practice and apply digital manipulation skills learned on their own images to use as part of their course project.	Feedback through questioning Tutorial Feedback	Course handouts PowerPoint Presentation Computers and editing software
Friday 4.30pm-5pm	End of Course Debrief					

Week 2

Day & Time	Subject	Assessment Criteria	Tutor activity	Learner Activity	Assessment of learning	Resources
Monday 9am-10.00am	How to setup and use off camera flash Use DSLR	R/601/2571 Outcome 2	Questions and answers PowerPoint Presentation	Listening, observing, note taking, questions and answers Participation	Practical observation Questions and answers	DSLR,speed light and attachments, remote triggers, light meter and light stand.
Monday- 10.00am-12.pm	Urban Portrait/Fashion shoot with model Practical session outside using sunlight/light shapers and speedlight. Synchro sunlight technique Aperture, Shutter and manual modes Use DSLR	R/601/2571 Outcomes 2.1/ 2.2 /2.3	Practical demonstration Question and answers	Procedures and tasks relevant to a professional Photographer Understand how to capture an image outside using synchro sunlight technique for fashion style portraits and capture images to fulfil the intent. correct use of sunlight/light shapers and speedlight and DSLR Directing models Use of safe working practices	Participation Practical Observation Image capture	Course handouts DSLR Diffusers/Reflectors Speedlight, attachments and light meter
Monday 12pm - 1pm	Import images from morning shoot	R/601/2571 Outcomes 3.1/ 3.2/ 3.3 L/601/3542 Outcomes	Assist Questions and Answers	Importing images to image management system	Practical observation Questions and answers	Computer Appropriate storage device

		2 /3/ 4.2				
Monday 1:30pm-3pm	<p>How to setup studio lighting for Flash and Blur Technique</p> <p>Practical Shoot with model in studio, using flash and Blur technique</p> <p>Aperture, shutter speed and manual modes</p> <p>Use DSLR</p>	<p>R/601/2571</p> <p>Outcomes 2.1/ 2.2/ 2.3</p>	<p>Practical demonstration</p> <p>Questions and answers</p>	<p>Procedures and tasks relevant to a professional Photographer</p> <p>Understand how to capture an image in the studio and capture images to fulfil the intent.</p> <p>correct use of Studio lights and attachments and DSLR</p> <p>Directing models</p> <p>Use of safe working practices</p>	<p>Participation</p> <p>Practical Observation</p> <p>Image capture</p>	<p>Course handouts</p> <p>DSLR</p> <p>Diffusers/Reflectors</p> <p>Speedlight and attachments, light meter</p>
Monday 3:00pm - 5:00pm	<p>Import images from afternoon shoot</p> <p>Image Manipulation</p>	<p>L/601/3542</p> <p>Outcomes 2 /3 /4</p> <p>R/601/2571</p> <p>Outcomes 3 /4</p>	<p>Assist</p> <p>Questions and Answers</p>	<p>Importing images to image management system</p> <p>Use appropriate software to optimise image</p>	<p>Creating a portfolio of images</p>	<p>Computer</p> <p>Appropriate storage device</p> <p>Appropriate Digital Manipulation Software</p>

Day & Time	Subject	Assessment Criteria	Tutor activity	Learner Activity	Assessment of learning	Resources
Tuesday 9.00am-12.30pm	On location portrait shoot at a local beauty spot with models Practical session on location using sunlight/light shapers and speedlight. Use DSLR	R/601/2571 Outcomes 2.1/2.2/ 2.3	Practical demonstration Questions and answers	Procedures and tasks relevant to a professional Photographer Understand how to capture a portrait at a beauty spot using sunlight with camera flash, reflectors and diffusers. Give direction to the model Use of safe working practices Safely upload captured images onto the computer	Practical Observation Questions and Answers	Camera equipment and accessories Model Course handouts
Tuesday 1pm-3.30pm	A low key 1950s Hollywood romantic shoot. i.e. Audrey Hepburn/ Marilyn Monroe Practical session in studio Use DSLR	R/601/2571 Outcomes 2.1/2.2/ 2.3	Practical demonstration Questions and answers	Procedures and tasks relevant to a professional Photographer Create an image sympathetic to the 1950s Hollywood genre i.e. Audrey Hepburn/ Marilyn Monroe with directional lighting. Give direction to the model Use of safe working practices Safely upload captured images onto the computer and use Photoshop to create images ready for portfolio	Practical Observation Questions and Answers	PowerPoint presentation Course handouts Studio and studio equipment Model

Tuesday 3.30pm-5.00pm	Portfolio development Preparing images using Digital Manipulation ready for output/presentation	R/601/2571	Observing Questions and answers	Safely upload captured images onto the computer and use Photoshop to create images ready for portfolio	Practical observation Questions and Answers	Course handouts Computers and editing software
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Day & Time	Subject	Assessment Criteria	Tutor activity	Learner Activity	Assessment of learning	Resources
Wednesday 9.00am- 12.30am	Bump studio shoot in studio	R/601/2571	Practical demonstration Questions and answers	Procedures and tasks relevant to a professional Photographer Give direction to the model Use of safe working practices Safely upload captured images onto the computer and use Photoshop to create images ready for portfolio Set up the studio using multiple light heads and various studio head attachments To create low key and high key shots of a bump shoot Use of safe working practices	Practical Observation Questions and answers	Camera equipment and accessories Model Course handouts Studio and boudoir furniture
Wednesday 1pm-5.00pm	A new-born shoot using a SIB (stand in Baby) Portfolio development Preparing images using Digital Manipulation ready for output/presentation	R/601/2571 Outcomes 2.1/2.2/ 2.3	Presentation Questions and answers	Procedures and tasks relevant to a professional Photographer Set up the studio lighting Do a studio shoot for a new-born using various lighting Handing and posing the SIB (new-born) safely and correctly Use of safe working practices Safely upload captured images onto the computer and use Photoshop to create	Practical Observation Questions and answers	Camera equipment and accessories Course handouts Model (SIB) Computers and editing software

				images ready for portfolio		
Day & Time	Subject	Assessment Criteria	Tutor activity	Learner Activity	Assessment of learning	Resources
Thursday 9am-12.30pm	Theory Setting up studio equipment Studio shoot using flash and blur technique	R/601/2571 Procedures and tasks relevant to the professional Photographer	PowerPoint presentation Practical demonstration Questions and answers	Set up the studio using two light heads and various studio head attachments Create images using flash and blur technique Give direction to the model Use of safe working practices Safely upload captured images onto the computer	Practical Observation	PowerPoint presentation Course handouts Studio and studio equipment Model
Thursday 1pm-2:30pm	Demonstration of using a home studio kit	R/601/2571 3, 4 L/601/3542 2, 3, 4	Practical demonstration Questions and answers	Set up home studio kit to take a portrait of a class	Practical Observation	Camera equipment and accessories
Thursday 2:30pm-5pm	Classroom lectures on the Portfolio Criteria including examples of passed and failed panels Portfolio development Preparing images using Digital Manipulation ready for output/presentation	R/601/2571 Procedures and tasks relevant to the professional Photographer	Lecture Group critique Questions and answers	Listening, observing, note taking, asking questions Safely upload captured images onto the computer and use Photoshop to create images ready for portfolio	Feedback through questioning	PowerPoint presentation Course handouts Computers and editing software

Day & Time	Subject	Assessment Criteria	Tutor activity	Learner Activity	Assessment of learning	Resources
Friday 9am-12.30pm	Still life studio shoot, using various lighting techniques and backdrops. Exploring the use of shallow depth of field. Portfolio development Preparing images using Digital Manipulation ready for output/presentation	R/601/2571 Outcomes 2.1/2.2/ 2.3	PowerPoint presentation Practical demonstration Questions and answers	Set up the studio using two light heads and various studio head attachments Create still life images Use of safe working practices Safely upload captured images onto the computer and use Photoshop to create images ready for portfolio	Practical Observation	PowerPoint presentation Course handouts Studio and studio equipment Flowers and props Computers and editing software
Friday 1pm- 4pm	Individual Tutorials and Assessment feedback Set training plan and guidance to any student who need extra time to complete course work	R/601/2571 Procedures and tasks relevant to the professional Photographer	Discussion Questions and answers Feedback to the student	Feedback from assessors	Feedback through questions	Students course work

Week 3

Day & Time	Subject	Assessment Criteria	Tutor activity	Learner Activity	Assessment of learning	Resources
Monday 9:30am- 10.30am	Course introduction and outline, Registration	L/601/3542	PowerPoint presentation Questions and answers	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 PowerPoint presentation
Monday 10.30am- 12:30PM	Recognize the use of pixel-based image software.	L/601/3542 1.1	PowerPoint presentation Practical demonstration	To understand how and where pixel-based image software is employed	Practical observation Questions and answers	PowerPoint presentation Course handouts
Monday 13:00pm- 14:00pm	Understanding different file formats	L/601/3542 3.2, 3.3, 3.4, 4.2	Practical demonstration Questions and answers	To be able to identify different file formats and understand their appropriate use	Practical Observation Participation	PowerPoint presentation Course handouts
Monday 14:00pm- 15:00pm Section 4	Professional file management	L/601/3542 4.1	Practical demonstration Questions and answers	To have an understanding on professional file management process. To be able to create a professional digital file management system	Practical Observation Participation	Course handouts Computer and projector
Monday 15:00pm- 16:00pm	Reviewing and selecting images for manipulation (Lightroom and Bridge)	L/601/3542 4.1, 4.2	Step by step demonstration Questions and answers	To have an understanding of managing software's and to be able to identify and select images ready for editing	Practical observation Participation	Course handouts Computer and projector Computer and editing software- Bride and Lightroom

Monday 16:00PM- 17:00PM	Camera RAW Workshop (Enhancing Raw images)	L/601/3542	Step by step demonstration Questions and answers	To be able to use Camera Raw to adjust and enhance an image.	Practical observation Participation	Course handouts Computer and projector Computer and editing software
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Tuesday 9am-11:00am	Adobe Photoshop Workshop (Adjustment tools)	L/601/3542 2.1,2.2	PowerPoint presentation Questions and answers Practical demonstration	To understand how the different adjustment tools work and when they are best used.	Written handouts Practical Observation Participation Questions and answers	Course handouts Computer and editing software- Adobe Photoshop PowerPoint
Tuesday 11:00 am- 12:30	Photo Manipulation Ethics and working to a brief	L/601/3542 2.3	PowerPoint presentation Practical demonstration	To understand the ethical implication of photo manipulation and how it affects professional working.	Listening Group Discussion Questions and answers	PowerPoint presentation Course handouts
Tuesday 1:00pm- 15:00pm	Adobe Photoshop Workshop (Resizing an image using Adobe Photoshop)	L/601/3542 2.1, 3.1,3.2,3.3,3.4	Practical demonstration Questions and answers	To be able to manipulate a photograph using cropping, image sizes and transformation tools to size an image. How to make a GiF	Practical Observation Participation	Course handouts Computer and projector Computer and editing software-Adobe Photoshop

Tuesday 15:00pm- 15:30pm	Adobe Photoshop Workshop (Retouching and sharpening an image using Adobe Photoshop)	L/601/3542 2.1,2.2,2.3	Practical demonstration Questions and answers	To be able to manipulate a photograph using touch up tools to enhance a subject and sharpening to improve the image quality.	Practical Observation Participation	Course handouts Computer and projector Computer and editing software-Adobe Photoshop
Tuesday 15:30-16:15pm	Portrait Professional Workshop	L/601/3542 2.1,2.2,2.3	Step by step demonstration Questions and answers	To be able to use the portrait profession software effectively to manipulate the image.	Practical observation Participation	PowerPoint presentation Course handouts Computer and editing software- Portrait Professional
Tuesday 16:15pm- 17.00pm	Practical Session- To practice with the techniques learnt so far. To produce a portfolio using Photoshop	L/601/3542 2.1,2.2,2.3, 3.4, 3.5, 4.2	Questions and answers	To practice and experiment with all the skills learnt so far. To be able to implement a variety of editing techniques to manipulate a selection of images.	Practical observation	Course handouts Computer and editing software-Adobe Photoshop
Day & Time	Subject	Assessment Criteria	Tutor activity	Learner Activity	Assessment of learning	Resources
Wednesday 9.00am- 11:00am	Professional Printing, identifying the correct format for different outputs and colour management	L/601/3542 2.1,2.2,3.1,3.2, 3.3	Practical demonstration Lecture Questions and answers	To understand the process of colour management and the process of preparing an image for the required output.	Written handouts Questions and answers Practical Observation Participation	Course handouts Computer and projector
Wednesday 11:00am- 12.30pm	Adobe Photoshop Workshop (Adjustment Layers-Masks)	L/601/3542 2.1, 2.2	Practical demonstration Questions and answers	To be able to enhance a photograph using adjustment layers to manipulate an image, looking at a non-damaging form.	Practical observation Questions and answers	Course handouts Computer and projector Computer and editing software-Adobe Photoshop

Wednesday 13:00pm- 14.00pm	Adobe Photoshop Workshop (Jumping Montage and two image montage)	L/601/3542 2.1, 2.2	Practical demonstration Questions and answers	To understand and be able to create different style montages using selection/ cutting tools, different style of manipulating images and combine images (layers).	Practical Observation Participation Questions and answers	Course handouts Computer and projector Computer and editing software-Adobe Photoshop
Wednesday 14:00pm- 16.30pm	Adobe Photoshop Workshop (Using the burn tool, applying a vignette, clone tool, Colour popping using selection tools, layers and masks, adding text	L/601/3542 2.1, 2.2	Practical demonstration Questions and answers	To understand how to apply and use various tools and techniques	Practical Observation Participation	Course handouts Computer and projector Computer and editing software-Adobe Photoshop
Wednesday 16:30pm- 17.00pm	Practical Session- To practice with the techniques learnt so far. To produce a portfolio using Photoshop	L/601/3542 2.1,2.2,2.3,3.4 ,3.5,4.2	Step by step demonstration Questions and answers	To practice and experiment with all the skills learnt so far. To be able to implement a variety of editing techniques to manipulate a selection of images.	Practical observation Participation	Course handouts Computer and editing software-Adobe Photoshop
Day & Time	Subject	Assess ment Criteria	Tutor activity	Learner Activity	Assessment of learning	Resources
Thursday 9am-1.00pm	HDR and Panoramic image creation workshop Theory and practice Adobe Photoshop Workshop (Create a HDR and Panoramic image)	L/601/3542 2.1,2.23.1,3.2, 3.3,3.4,3.5,4.2	Course handouts Questions and answers Practical demonstration	To understand how to capture images for HDR and Panoramic image through the camera To capture images for HDR and Panoramic images To create a HDR and Panoramic image using appropriate software	Written handouts Practical Observation Participation Questions and answers	Course handouts Camera and tripod Computer and editing software-Adobe Photoshop

Thursday 1.00pm- 2.30pm	Adobe Photoshop Workshop How to create an action using Adobe Photoshop Converting file formats and how to apply actions using batch processing	L/601/3542 2.1,2.2	Practical demonstration Questions and answers Step by step demonstration	To be able to create an Action to record a set of techniques ready to use for batch processing To be able to use batch processor to apply an action to a series of images. To be able to convert file formats using image processor.	Practical Observation Participation	Course handouts Computer and projector Computer and editing software-Adobe Photoshop
Thursday 2.30pm- 5.00pm	Adobe Photoshop Workshop To produce a portfolio using Photoshop Prepare and print an image Prepare an image for website	L/601/3542 2.1, 2.2,2.3,3.1,3.2 ,3.3,3.4, 4.2	Questions and answers	To practice and experiment with all the skills learnt so far. To be able to implement a variety of editing techniques to manipulate a selection of images. To prepare and print an image using a professional printer To prepare an image for website	Practical observation Participation	Course handouts Computer, printer and editing software-Adobe Photoshop

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Friday 9.00am- 10.00am	Recap of course aims and objectives	L/601/3542	Course handouts Lecturing Questions and answers	For students to have a clear understanding of the outcomes and what is required to complete the course	Written handouts Practical Observation Participation Questions and answers	Course handouts
Friday 10.00am- 11.00am	Book smart- Blurb workshop Creating a photobook	L/601/3542 3.4,4.2	Practical demonstration Questions and answers Step by step demonstration	To be able to create a photobook ready for print	Practical Observation Participation	Course handouts Computer and projector Computer and editing software-Blurb
Friday 11.00am- 11.30am	Zenfolio Online viewing galleries	L/601/3542 4.1,4.2	Step by step demonstration Questions and answers	To have an understanding of how an online gallery works and why we use it for a client gallery.	Written handouts Practical observation	Course handouts Computer, internet and projector
Friday 11.30am- 5.00pm	Course work completion and submission Individual Tutorials and Assessment feedback Set training plan and guidance to any student who need extra time to complete course work	L/601/3542 1.1,2.1,2.2,2.3 ,3.1,3.2,3.3,3.4,3.5,4.1,4.2	Questions and answers	Feedback from assessors	Course work completion and submission	Course handouts Computer and printer