

About the Course

Basic Course Information

Course Title	Certificate in Practical Filmmaking
Awarding Body	N/A
Award on Completion	N/A
Length of Course	20 weeks over a 22 week period
Location	MetFilm School Campus at Garden Studios and/or other teaching and production spaces in West London.

Teaching and Learning

The delivery of MetFilm School programmes is tailored to the particular learning goals of the individual course. Many courses contain production periods when the demands on individual students vary according to their individual shoots. **Specific details vary from time to time in order to maximise student experience.** Indicative calendars are issued at the start of each course and students can access their individual timetables through the student portal.

Delivery of this course will be within these parameters:

Teaching

- Your course averages 20 hours of teaching time per week except during production periods.
- Teaching on MetFilm School's full-time courses is usually scheduled between the hours of 9am and 7pm, Monday to Friday. Taught sessions will be timetabled within these windows.
- Students are expected to engage in independent learning, practical exercises, and tutorials outside these hours, and also have access to School wide activities including guest speakers and opportunities through MetFilm Futures.
- Throughout this course students will be given formative feedback from their tutor and through peer review. However, this course is not formally assessed academically, and no grades are given at the end of the course.

Production

- During production periods, scheduled teaching sessions pause, and students prep, shoot and edit their films. Students should also expect to play multiple roles on other students filmed projects as well as their own.
- Students may be expected to work outside of usual teaching times, including during weekends – depending on the individual production schedules of the films they are working on.
- A trained graduate Director of Photography will be assigned by the School to all shoots to operate camera, advise and support.
- During production periods, students have access to school facilities, regular production meetings and tutorials with their tutor(s).
- Each student is allocated 2 days to shoot their final project film.

Mixed Teaching

MetFilm School's *Certificate in Practical Filmmaking* is a practical course which is taught largely in person. We have also found that we can enhance our in-person teaching using online tools, and the School has developed a *Mixed Teaching* approach which allows us to do just that. For example, some 1:1 tutorials and large group experiences are better delivered digitally. All online sessions will be noted clearly in student's timetables. In addition, where public health considerations or other matters outside our control limit access to the campus, *Mixed Teaching* ensures that students can continue their learning journey. The introduction of online tools will allow us to offer more opportunities, more content and an enhanced learning experience, at the same time delivering the in-person practical experience our students value.

The information included in this pack is provided to enhance your understanding of the course. Please note that some details may vary from cohort to cohort.

Summary

Certificate in Practical Filmmaking is designed to improve your understanding, knowledge and practice in the following areas:

- Storytelling for the screen
- The importance of a synopsis and script structure, and writing a short film script
- Script interpretation and preparing for a shoot
- Casting and directing actors
- Camera, lights and sound
- Shooting for the edit
- Managing a production
- Creative editing
- Postproduction
- Professional industry practices
- Film, TV and cross-platform, cross-disciplines skills

The course outline below describes the key craft areas and skills you will cover during your course. Please note that the timetable and content may vary from cohort to cohort.

Certificate in Practical Filmmaking is a fully immersive course taught over 20 weeks. Students can expect to explore the world of filmmaking and content creation through practical workshops, lectures, crew role exercises and small productions.

Applying for this Course

Application for this course can be made on the MetFilm School website [here](#).

In order to apply for this course, students must be 18 years old or over, and have sufficient spoken & written English. The course is suitable for beginners and those with basic skills. There are no specific academic entry requirements for the *Certificate in Practical Filmmaking* course.

Course Structure and Delivery

MetFilm School Mission

Our mission is to inspire a new generation of creative screen professionals, educating them in the new world of storytelling across all screen types. By putting industry at the heart of everything we do, MetFilm School best equips its graduates for successful careers.

Our goal is to nurture skill and talent, creating a great school which empowers students to pass seamlessly into work, using our experience to help businesses adapt and change in the ever-changing multichannel world.

Certificate in Practical Filmmaking

As an educational institution, MetFilm School's goal is to provide students with a practical, high-quality learning experience grounded in professional industry practice and preparation.

Through our course provision we equip students with the knowledge, skills and mindset to prepare them for successful careers within the screen industries.

We seek to foster an inclusive environment in which creative, mature, focused, and considerate individuals are valued as members of a dynamic community.

We believe collaboration is the bedrock of professional practice that is reflected across the creative screen industries, and students are required to treat each other with respect and to work together in a professional manner.

MetFilm School's key policies and documents can be found here: [Key Policies](#)

Students explore the following key areas of study during the *Certificate in Practical Filmmaking* course:

Visual Storytelling

Students will learn how to tell stories through the use of visual mediums. Students will look at composition, framing, blocking and camera positions and how to engage an audience. Working with images, students will learn how to create a memorable and engaging story.

Screenwriting

Students will learn how to find, pitch and develop ideas. Students will develop scenes, learn the importance of re-writing and develop a short form script for their final film. Students will learn appropriate screenwriting software and correct format and presentation of scripts.

Directing

Students will learn about the role of the Director, how to communicate with actors and the key collaborative relationships which are at the core of filmmaking. Students will look at creative approaches to producing effective screen content.

Professional Practice

Through filmmaking workshops, students will learn the importance of team work and professional practice. Understanding crew roles and responsibilities, students will learn how to effectively collaborate. Students will be introduced into industry standard paperwork and its wider importance.

Production

Students will learn how to break down a script, schedule and budget a small production. Students will be introduced to the varying roles of the producer to improve understanding of development, finance, sales and distribution. The role of the production manager and supporting team will be taught. Health and Safety on set will be covered.

Post Production

The role of the editor will be taught with students actively involved in editing their own and their fellow students work. Students will be provided with an overview of the different aspects of post-production and the technical processes that link them all together, as well as gaining an understanding of how editing supports the storytelling process.

Camera, Lighting & Sound

Students will be provided with an overview of the contemporary screen industries from the perspective of the sound, camera and lighting departments. Students will explore the impact of creative decisions in image and sound on storytelling.

Directors work closely with cinematographers and therefore it is important that you understand the function of this role within a crew. Cinematography sessions will explain technical implications of using different focal-length lenses, the basics of coverage: master, close-up and cutaway shots. You will also come to understand the difference between hard and soft light. You will also learn the importance of sound for film, the practicalities of how to hold a boom, and sound considerations when choosing a location.

Working with industry standard equipment, provided through MetFilm School's partnership with Procam & Take 2, students will learn the basics of camera, lighting and sound to enable the successful production of short narrative film.

Final Productions

Students will collaborate across their cohort, and have the opportunity to network across pathways, to prep, shoot and edit their final short films. Students are expected support productions in a variety of crew roles to solidify their learning journey. Each student is allocated 2 days to shoot their final project film.

Sample Indicative Timetable

details may vary from cohort to cohort

Week	Summary of Week
1	Foundations in Filmmaking The sessions this week will cover the following areas: <ul style="list-style-type: none">○ Introduction to MetFilm School and its processes○ Introduction to filmmaking○ The key roles on a film set and an overview of the stages of production○ Essential camera operation○ Essential Adobe Premiere skills
2	Introduction to Screenwriting The sessions this week will cover the following areas: <ul style="list-style-type: none">○ How to write a logline, synopsis, treatment, outline and how to correctly format a screenplay○ 3 act story structure and how to create three dimensional characters with a narrative twist
3	Introduction to Camera, Lights and Sound The sessions this week will cover the following areas: <ul style="list-style-type: none">○ Camera technique○ Lighting a scene use of key light soft/hard light, source & back light○ Recording sound on location, and how to get the best audio possible

Week	Summary of Week
4	<p>Introduction to Post Production</p> <p>The sessions this week will cover the following areas:</p> <ul style="list-style-type: none"> ○ Adobe Premiere training ○ Continuity editing techniques ○ Creative editing practice
5	<p>Directing Workshops – Working with Actors</p> <p>The sessions this week will cover the following areas:</p> <ul style="list-style-type: none"> ○ How to work with your actors and get good performances ○ The key vocabulary and tools for directing actors ○ Script analysis and identifying scene beats, transitions and emotional events ○ Blocking
6	<p>Production Management and Health & Safety</p> <p>The sessions this week will cover the following areas:</p> <ul style="list-style-type: none"> ○ Production management in both pre-production & filming & crew roles ○ Production planning ○ Production Paperwork including risk assessments, location contracts & actor release forms.
7	<p>Practical Filmmaking - Shooting a Scene</p> <p>Students will work as a team to shoot pre-written script employing skills learnt to date, working with 2 actors, camera kit, lights and sound. Each student will direct their own scene as well as be part of the crew of the other students.</p>
8	<p>Introduction to Factual and Documentary</p> <p>The sessions this week will cover the following areas:</p> <ul style="list-style-type: none"> ○ Observational, subject driven, access driven archive/mixing filming approaches ○ Research, archive and access ○ Interviewing and shooting techniques and practice ○ Story
9	<p>Filming Factual and Documentary Projects</p> <p>Students will shoot/assemble a short documentary</p>
10	<p>Filming Factual and Documentary Projects</p> <p>Students will shoot/assemble a short documentary</p>
11	<p>Final Project Workshops – Pitching Short Films</p> <p>The sessions this week will cover the following areas:</p> <ul style="list-style-type: none"> ○ How to create a pitch for your final film project

Week	Summary of Week
	<ul style="list-style-type: none"> ○ Mock pitch of your project ○ Final Project Presentations
	Holiday (exact timing of holiday break may vary from cohort to cohort)
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12	<p>Advanced Camera and Sound training</p> <p>The sessions this week will cover the following areas:</p> <ul style="list-style-type: none"> ○ Advanced camera training ○ Advanced sound training
13	<p>Final Project Skills Development</p> <p>The sessions this week will cover the following areas:</p> <ul style="list-style-type: none"> ○ An in-depth look at on-set crew roles in preparation for filming the final projects ○ Practical on-set exercises to help prepare for the final shoots
14	<p>Pre-production</p> <p>During this week students will have:</p> <ul style="list-style-type: none"> ○ Individual ongoing script support ○ Casting sessions for their films ○ Ongoing production surgeries ○ Final checks in preparation for filming
15	<p>Pre-production</p> <p>During this week students will have:</p> <ul style="list-style-type: none"> ○ Individual ongoing script support ○ Casting sessions for their films ○ Ongoing production surgeries ○ Final checks in preparation for filming
16	<p>Final Shoots</p> <p>Students shoot their own short film projects and assist on those of other students.</p> <p>Each student is allocated 2 days to shoot their final project film.</p>
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Week	Summary of Week
	Each student is allocated 2 days to shoot their final project film.
19	<p>Post-production</p> <p>This week you will be in postproduction of your short film. You will edit your own short films, getting feedback from your tutor.</p>
20	<p>Post-production</p> <p>This week you will be in postproduction of your short film. You will edit your own short films, getting feedback from your tutor.</p>

Please note that this is an indicative calendar. Specific details including the order of modules may vary from cohort to cohort. Students will be issued with a more detailed schedule at the start of the course, and your personalised calendar will be available via the student portal.

Weeks marked in yellow are teaching weeks in which there is an average of 20 hours of teaching time per week. Students are expected to engage in independent learning, practical exercises, and tutorials outside these hours, and also have access to School wide activities including guest speakers and opportunities within the Virtual Grindhouse.

Weeks marked in green (weeks 16-18) are production periods during which scheduled teaching stops and students prep, shoot and edit their films and work on their fellow students' productions. During this period, students have access to school facilities, regular production meetings and tutorials with their tutor(s). Each student is allocated 2 days to shoot their final project film. A trained graduate Director of Photography will be assigned by the School to all shoots to operate camera, advise and support.

Being at MetFilm School

Teaching and Learning

Certificate in Practical Filmmaking forms part of the non-accredited course delivery run by MetFilm School. The course structure comprises of a range of teaching and delivery patterns: lectures, workshops, filming exercises, presentations and individual one-to-one career and development tutorials. Transferable skills are encouraged and most clearly demonstrated in the filmmaking and production elements of the course and students are given the opportunity to learn and participate through practice. The aim of the varied course delivery is to equip students with a comprehensive introduction to filmmaking in the fast-evolving media industry.

Curriculum delivery is enhanced by access to MetFilm Futures, MetFilm School's student and graduate online community, where students can access competitions and guest speaker masterclasses.

Course details are contained within the Student Guide which students will be given when they start the course. The Student Guide is the core course document containing specific learning outcomes for each weekly session in line with the overall objectives of the course.

MetFilm School encourages independent learning and reflective learning. Students may be given structured homework to complete, encouraged to practice their skills independently or challenged to network and consider key industry contacts.

Tutors

MetFilm School works with a large team of teaching staff across its full portfolio of courses, profiles of many of whom you can find on our website [here](#).

Student Support

MetFilm School is committed to providing and supporting a diverse and inclusive environment that promotes and develops equality of opportunity for all students and staff. We seek to continually improve our standards across the student lifecycle encompassing access and admission; support and progression; and graduate employability and entrepreneurship.

We seek to provide a caring, supportive environment that recognises each student as a unique individual and fosters their personal and professional development. We are committed to each student's wellbeing, and there are a range of support mechanisms in place to aid student progression through their course of study.

The Student Handbook, which can be found [here](#), gives guidance on the support structures open to students at the School.

Formative Feedback

Throughout this course students will be given formative feedback from their tutor and through peer review. However, this course is not formally assessed academically, and no grades are given at the end of the course.

In addition, MetFilm School provides regular opportunities for students to give each other feedback through the learning system, which encourages feedback within peer-to-peer sessions. Being able to critically reflect on your own work and the work of your fellow students in a constructive, meaningful way, both verbally and in written form, demonstrates good practice and enhances your learning experience.

Evaluative Feedback

MetFilm School is committed to continual improvement, and student feedback – both informal and formal – is an important part of the evaluative feedback we use. Students are therefore invited to complete feedback forms midway and at the end of their course.

Costs

Tuition Fees can be found on the course page on the MetFilm School website [here](#).

Final Project Production Costs

As part of your course you will write, produce, direct and edit content that you have taken part in creating. Group production projects you will work on are paid for by the school. The following guidance relates to your final projects.

You will receive free hire of our production kit, and production advice on finding locations and getting permits to shoot in public places. You will also receive advice on finding actors cost effectively. You will however need to budget some extra funds to cover various production costs such as the provision of transport for kit, paying actors the equity minimum wage if you choose to use them, expense money for travel costs and to ensure you have food and drinks on set for your cast and crew whilst shooting.

Please note that these extra costs do not need to be excessive and that students are encouraged to use their initiative and resourcefulness to keep these costs as low as possible.

We also provide support and advice on finding innovative ways to fund projects, such as crowdfunding. The amount you spend will depend entirely on the scale of production and how much you wish to spend.

Production expenses vary according to student's individual ambition and production choices and projects vary greatly in terms of their scale and scope. Some students choose to spend significant amounts on their final projects, involving multiple locations, actors and substantial production budgets. As a result, we are not able to provide a recommendation for what you should budget for this project, but we would recommend that you start thinking as soon as possible about what your final project may be, and what budget you may need to save or raise funds for to cover this.