

## About the Course

### Basic Course Information

Course Title	Part Time Filmmaking (20 week)
Awarding Body	N/A
Award on Completion	N/A
Length of Course	20 learning weeks, Part Time, delivered over 22 weeks Wednesdays 7-10pm & Alternate Saturdays
Location	MetFilm School Campus in Ealing, London 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 100 hours of teaching time over the period.
- Teaching on MetFilm School's Part Time courses is usually scheduled on Wednesday from 7pm to 10pm and on Saturday's between the hours of 9am and 7pm.
- Students have access to School wide activities including guest speakers and opportunities through MetFilm Futures.
- 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.
- Production period involves weekend work.
- 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).

#### Mixed Teaching

MetFilm School's *Part Time 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

---

*Part Time Filmmaking* is designed to improve your knowledge, skills and understanding in the following areas:

- Storytelling through film
- Interpreting a script
- Using a Camera to tell a story
- Shooting with the edit in mind
- Editing using Adobe Premiere Pro
- Production Management and crew roles
- Directing using professional on-set procedures
- Recording production sound and sound editing
- Working with actors

The course outline below describes the key craft areas and skills you will cover during your course. Students can expect to explore the world of filmmaking and content creation through practical workshops, lectures and crew role exercises.

## 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 Part Time 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.

## Part Time Filmmaking

---

As an educational institution, MetFilm School's mission 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.

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

Students explore the following key areas of study during the Part Time 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 examine screenwriting conventions and understand how to present your script in a clear, professional manner.

### 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.

### Production

Health & Safety, budgeting and designing a shooting schedule, students will learn the importance of planning and preparation, how to cast your project and the best ways to approach agents and actors to gain the most from your auditions. In addition, you will cover copyright issues and how to avoid related problems. By going through these processes both during exercises and for the final production students will develop and understand the importance of professional practice.

### Post Production

Through training in Adobe Premiere Pro, you will develop your technical and creative editing skills, which will give you the necessary understanding to take your own project through the editing process. You will understand the importance of shooting for the edit and the technical procedures to import your rushes and organise your workflow.

### 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 Production

Students will collaborate across their cohort to prep, shoot and edit their final short narrative films. Students are expected to support productions in a variety of crew roles to solidify their learning journey.

### Sample Indicative Timetable

*details may vary from cohort to cohort*

Week	Day	Summary
1	Wednesday	<b>Introduction to Filmmaking</b>
	Saturday	<p>Week one will focus on introducing you to the school and filmmaking. You will cover the following areas:</p> <ul style="list-style-type: none"> <li>○ The basic principles of how to cover a scene</li> <li>○ The function of individual crewmembers</li> <li>○ An overview of the filmmaking process and pre-production</li> <li>○ Introduction to film language</li> </ul> <p>During these sessions, you will also complete a simple shooting exercise.</p>
2	Wednesday	<b>Introduction to Adobe</b> <p>During this week, you will focus on the craft areas of editing. This will include:</p> <ul style="list-style-type: none"> <li>○ Editing your exercise from week 1</li> <li>○ Manipulating clips in the timeline</li> <li>○ Basic audio editing</li> <li>○ Simple edits using Adobe Premiere Pro</li> <li>○ How to capture rushes and use correct settings</li> <li>○ Basic file management</li> </ul>
3	Wednesday	<b>Screenwriting 1</b> <p>Screenwriting sessions across the delivery will cover:</p> <ul style="list-style-type: none"> <li>○ Defining classical and non-classical narratives</li> <li>○ The main elements of story</li> <li>○ The notion of character discrepancy</li> <li>○ The stages of story development – synopsis, treatment and final draft</li> <li>○ Appropriate language to use when writing a synopsis</li> <li>○ How the writer and director work together</li> <li>○ Storytelling and interpretive skills needed by a director</li> </ul>

Week	Day	Summary
		<ul style="list-style-type: none"> <li>○ Assessment of your synopsis and script format</li> <li>○ A story ideas workshop</li> </ul> <p>Students over the course of the delivery will develop their own short narrative script which they will film over a 2-day filming weekend at the end of the programme.</p>
	Saturday	Screenwriting
4	Wednesday	<b>Edit and Review</b> <p>Tutor and peer review of edits from the filming exercise</p>
5	Wednesday	<b>Visual Storytelling</b> <p>During this week you will focus on the language of film and visual storytelling.</p> <p>This will include:</p> <ul style="list-style-type: none"> <li>○ How to prepare for a shoot using storyboards, script markups and technical floor plans</li> <li>○ The terms used to describe shorts</li> <li>○ Signs to denote shots in a technical floor plan</li> </ul>
	Saturday	<b>Camera and Lights Training</b> <p>The Saturday session will focus on camera training and technical operation skills, including:</p> <ul style="list-style-type: none"> <li>○ The function and importance of the cinematographer</li> <li>○ The effect of differing focal-length lenses</li> <li>○ Understanding the term “depth-of-field”</li> <li>○ How to operate a digital camera</li> <li>○ The principles of shot composition</li> <li>○ The basics of coverage: master short, close-ups and cutaways</li> <li>○ The difference between hard and soft light</li> <li>○ The basics of shot composition</li> <li>○ Introduction to lighting</li> <li>○ The basics of coverage</li> </ul>
6	Wednesday	<b>Producing &amp; Production Management</b> <p>You will take part in a production seminar, covering the following:</p> <ul style="list-style-type: none"> <li>○ How to schedule your film</li> <li>○ The casting process</li> <li>○ Risk assessments</li> <li>○ The purpose of a release form and how to complete one</li> <li>○ The purpose of a call sheet and how to write one</li> <li>○ Further study of crew roles and collaboration</li> <li>○ Covid 19 Filming guidelines and the impact on production</li> </ul>

Week	Day	Summary
7	Wednesday	<b>Screenwriting 2</b>  Continuation of script development
	Saturday	<b>Sound Recording</b>  You will move on to look at sound recording, focusing on: <ul style="list-style-type: none"> <li>○ The importance of sound</li> <li>○ The identification and appropriate use of different microphones</li> <li>○ Sound kit such as the windjammer</li> <li>○ How to compile a sound log</li> <li>○ Choosing your location and the implications of sound</li> <li>○ How to hold a boom</li> <li>○ Recording dialogue</li> </ul>
8	Wednesday	<b>Production Seminar 1</b>  You will take part in a casting workshop to include: <ul style="list-style-type: none"> <li>○ Casting Industry overview</li> <li>○ Running a casting session and talking to actors</li> <li>○ Contracting actors</li> </ul>
9	Wednesday	<b>Directing Actors</b>
	Saturday	You will take part in Directing Actors workshops to include: <ul style="list-style-type: none"> <li>○ Understand the term “giving an actor a line of subtext” and how it can be used to change (and improve) a performance</li> <li>○ Be able to identify different styles of acting</li> <li>○ Understand how a director can change a performance according to what they tell an actor</li> <li>○ Have gained an insight into what is good (i.e. playable) direction and bad (i.e. result, not-playable) direction</li> <li>○ Understand the term “blocking”</li> <li>○ Understand in theory how blocking can convey the essence of the scene (and how a different blocking can radically change the meaning of the scene)</li> <li>○ The Saturday session will further enhance your skills working with actors and how to run a collaborative and successful shoot.</li> </ul>
10	Wednesday	<b>Production Seminar 2 – prepping final projects</b>  This week will be a continuation of your final prep for your projects to include: <ul style="list-style-type: none"> <li>○ How to schedule a film</li> <li>○ Budgeting basics</li> </ul>

Week	Day	Summary
		<ul style="list-style-type: none"> <li>○ H&amp;S on set</li> </ul>
11	Wednesday	<b>Integrated Exercise Preparation</b>  During this session you will prepare a shooting exercise to be filmed during the Saturday session
	Saturday	<b>Integrated Exercise</b>  During this session you will shoot a directing exercise, this will cover: <ul style="list-style-type: none"> <li>○ Proper on-set procedures</li> <li>○ How to confidently communicate with your DoP</li> <li>○ Communicate the right commands in the lead up to the shoot</li> <li>○ Gaining experience working with professional actors.</li> </ul> Please note that this may be an extended day.  The session, will focus on recapping on technical skills and troubleshooting specific shoot questions in relation to your final projects.
12	Wednesday	<b>Editing</b>  During this session you will edit and review your integrated exercise
13	Wednesday	Filmmaking Tutorials
	Sat-Sun	Shoot Weekend
14	Wednesday	Filmmaking Tutorials
	Sat-Sun	Shoot Weekend
15	Wednesday	Filmmaking Tutorials
	Sat-Sun	Shoot Weekend
16	Wednesday	Filmmaking Tutorials
	Sat-Sun	Shoot Weekend
17	Wednesday	Filmmaking Tutorials
	Sat-Sun	Shoot Weekend
18	Wednesday	Filmmaking Tutorials
	Sat-Sun	Shoot Weekend
19	Wednesday	Post Production  Editorial support for your final projects
	Saturday	Post Production  Editorial support for your final projects
20	Wednesday	Final Screening  Tutor and peer review

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 sessions. 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.

Weeks marked in green 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). 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

---

*Part Time 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 the 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. 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.