



Group Award Specification for:

HNC Photography

Group Award Code: GG3C 15

HND Photography

Group Award Code: GG3D 16

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Contents

1	Introduction	1
2	Qualification structure	2
2.1	Structure	2
3	Aims of the qualification	4
3.1	General aims of the qualification.....	4
3.2	Specific aims of the qualification	4
3.3	Graded Unit.....	5
4	Recommended entry to the qualifications	5
4.1	Core Skills entry profile	6
5	Additional benefits of the qualification in meeting employer needs.....	6
5.1	Mapping of Core Skills development opportunities across the qualification	7
6	Guidance on approaches to delivery and assessment	9
6.1	Sequencing/integration of Units	9
6.2	Recognition of Prior Learning	9
6.3	Opportunities for e-assessment	11
6.4	Support materials	11
6.5	Resource requirements.....	11
7	General information for centres.....	11
8	Glossary of terms	12
9	General information for learners	15

1 Introduction

This document was previously known as the Arrangements document. The purpose of this document is to:

- ◆ assist centres to implement, deliver and manage the qualification
- ◆ provide a guide for new staff involved in offering the qualification
- ◆ inform course managers teaching staff, assessors, learners, employers and HEIs of the aims and purpose of the qualification
- ◆ provide details of the range of learners the qualification is suitable for and progression opportunities

This is the Group Award Specification for the revised Higher National Certificate (HNC) and Higher National Diploma (HND) in Photography. This document includes: background information on the original development of and latest revisions to the qualifications, aims, guidance on access, details of the structure, and guidance on delivery.

Rationale

Photography plays an increasingly significant core function within the creative industries and also within the commercial and scientific community in Scotland. Vocational opportunities in Photography continue in Scotland, but the required skillset has changed to reflect the changes in imaging technology and demands of employers for a technologically aware and flexible workforce.

Many individuals have the ability to capture a digital image using technology as diverse as a mobile phone or complex single lens reflex digital camera; however the complex skillset required that meet the needs of the creative industries or higher education are best embedded in a well-structured HNC/HND Course.

The camera has become both a tool and medium in almost every area of the creative industries. Fine Art practitioners are now embracing digital imaging technology and using it as a medium in its own right, or combining it with conventional photographic techniques.

These revised Group Awards will also improve the opportunities for candidates to make the progression to degree award courses by providing a sound, well-structured foundation of the critical and analytic skills sought by HE institutions.

The Higher National Diploma further develops the knowledge, skills and competencies of the Higher National Certificate, whilst focusing on specific aspects of the industry; from a vocational perspective the HN Photography frameworks will meet the increasingly demanding needs of an industry in change. Employers require the next generation of Photography graduates to have the traditional skills of image making combined with an ability to work comfortably in the ever changing digital environment.

The HNC/HND in Photography will allow individual centres the opportunity for specialization within a specified subject area by way of the optional Units available.

2 Qualification structure

The HNC Group Award is made up of 12 SQA Unit credits. It comprises 96 SCQF credit points of which at least 48 are at SCQF level 7 in the mandatory section including a Graded Unit of 8 SCQF credit points at SCQF level 7. A mapping of Core Skills development opportunities is available in Section.

The HND Group Award is made up of 30 SQA Unit credits. It comprises 240 SCQF credit points of which at least 64 are at SCQF level 8 in the mandatory section including a Graded Unit of 16 SCQF credit points at SCQF level 8. A mapping of Core Skills development opportunities is available in Section.

2.1 Structure

Higher National Certificate

Mandatory Units					
4 code	2 code	Unit title	SQA credit	SCQF credit points	SCQF level
DW8E	34	Photography: Theory	1	8	7
H1LK	34	Photography: Portraiture	2	16	7
H37X	34	Photography: Image Editing	1	8	7
DW7T	34	Photography: Studio Still Life	2	16	7
DW91	34	Photography: Graded Unit 1	1	8	7

All of the above Units must be undertaken = **7 credits**

Optional Units					
4 code	2 code	Unit title	SQA credit	SCQF credit points	SCQF level
DW81	34	Photography: Darkroom Techniques	1	8	7
H37W	34	Photography: Applied Techniques	1	8	7
H37Y	34	Photography: Moving Image	1	8	7
DW80	34	Photography: Corporate	2	16	7
DV5T	34	Art and Design: Creative Process	1	8	7
DW83	35	Photography: Environment	1	8	8
H1LM	34	Photography: Social Photography	1	8	7
H1LL	34	Photography: Stock	1	8	7
DW83	35	Photography: Large Format Imaging	1	8	8
H382	34	Art and Design: Desktop Publishing and Layout	1	8	7
H383	34	Web Design: An Introduction	1	8	7
DW82	35	Photography: Documentary	2	16	8
FD69	34	Digital Imaging	1	8	7
FD63	35	Art and Design Context	1	8	8
H7V4 *	34	Preparing to Start a Business	1	8	7

5 credits are required from the Optional Units.

Higher National Diploma

Mandatory Units					
4 code	2 code	Unit title	SQA credit	SCQF credit points	SCQF level
DW8E	34	Photography: Theory	1	8	7
H1LK	34	Photography: Portraiture	2	16	7
H37X	34	Photography: Image Editing	1	8	7
DW7T	34	Photography: Studio Still Life	2	16	7
H4A1	34	Creative Industries: An Introduction*	1	8	7
DW84	35	Photography: Exhibition	1	8	8
DW8A	35	Photography: Photojournalism	2	16	8
DW7V	35	Photography: Advertising	2	16	7
DW91	34	Photography: Graded Unit 1	1	8	7
DX0D	35	Photography: Graded Unit 2	2	16	8

All of the above Units must be undertaken = **15 credits**

Optional Units					
4 code	2 code	Unit title	SQA credit	SCQF credit points	SCQF level
DW81	34	Photography: Darkroom Techniques	1	8	7
H37W	34	Photography: Applied Techniques	1	8	7
H37Y	34	Photography: Moving Image	1	8	7
DW80	34	Photography: Corporate	2	16	7
DV5T	34	Art and Design: Creative Process	1	8	7
DW83	35	Photography: Environment	1	8	8
H1LM	34	Photography: Social Photography	1	8	7
H1LL	34	Photography: Stock	1	8	7
DW83	35	Photography: Large Format Imaging	1	8	8
H382	34	Art and Design: Desktop Publishing and Layout	1	8	7
H383	34	Web Design: An Introduction	1	8	7
DW82	35	Photography: Documentary	2	16	8
FD69	34	Digital Imaging	1	8	7
FD63	35	Art and Design Context	1	8	8
H37V	35	Photography: Advanced Image Editing	1	8	8
DW7W	35	Photography: Alternative Processes	1	8	8
DW85	35	Photography: Fashion	2	16	8
DW7Y	35	Photography: Architecture	1	8	8
H7MB*	34	Communication: Practical Skills	1	8	7
HJ4W*	34	Work Placement	1	8	7
H7V4*	34	Preparing to Start a Business	1	8	7
DX34	35	Digital Video for Artists and Designers	1	8	8
DE3R	34	Personal Development Planning	1	8	7
F0MF*	35	Art and Design Context: Personal Investigation	1	8	8
H7V4 *	34	Preparing to Start a Business	1	8	7

15 credits are required from the Optional Units.

*Refer to History of Changes for revision changes.

3 Aims of the qualification

The aims of the HNC/HND qualifications have been divided into general aims and specific aims.

3.1 General aims of the qualification

All HNC/HND qualifications have a range of broad aims that are generally applicable to all equivalent HE qualifications, eg:

- ◆ developing awareness of creative process
- ◆ developing a visual language
- ◆ developing critical and evaluative thinking
- ◆ developing problem solving
- ◆ developing communication skills and presentation techniques
- ◆ developing the ability to be flexible and to work cooperatively with others
- ◆ developing personal effectiveness
- ◆ developing the ability to take responsibility for one's own learning
- ◆ developing study and research skills
- ◆ developing skills in ICT
- ◆ developing current employment skills and expertise
- ◆ providing opportunities for career planning
- ◆ enhancing employment prospects for candidates undertaking the qualification
- ◆ enabling progression within the SCQF including progression to HE

3.2 Specific aims of the qualification

- ◆ Develop an understanding of the historical and/or contemporary practitioners, two within the subject areas.
- ◆ Develop an open-minded, critical and evaluative approach to study.
- ◆ Develop investigation and research skills.
- ◆ Gain knowledge and understanding of different research methods.
- ◆ Gain knowledge of different aesthetic and technical approaches from a variety of subjects and enable the candidate to adopt as comprehensive an approach as possible.
- ◆ Develop an understanding of Colour Management.
- ◆ Gain knowledge and understanding of digital imaging techniques.

Having experience of different subjects within the context of Photography will allow candidates to make informed choices for later specialisation if so desired. However, if needed for articulation purposes, it will be possible for candidates to choose a variety of different subject areas within each Group Award rather than focusing on a dedicated specialism.

The following additional skills will also be developed:

- ◆ the ability to evaluate aesthetic and technical concepts
- ◆ the application of aesthetic theoretical concepts to photographic projects
- ◆ critical analysis
- ◆ creative intuition
- ◆ evaluative skills
- ◆ an understanding of the role of computer and digital technology within the Photography subject areas

3.3 Graded Unit

In Photography the most common method of gaining employment is through attending an interview with the presentation of a portfolio of work. This is also the way in which candidates progress on to creative industry and art and design degree programmes and Higher Education Institutes.

The Graded Unit provides an ideal opportunity for candidates to integrate the knowledge and skills gained in the Mandatory Units in the form of a practical assignment which would contribute substantially to the overall portfolio of work achieved by undertaking the Photography award.

4 Recommended entry to the qualifications

Entry to this qualification is at the discretion of the centre. The following information on prior knowledge, skills, experience or qualifications that provide suitable preparation for this qualification has been provided by the Qualification Design Team as guidance only.

Candidates would benefit from having attained the skills, knowledge and understanding required by one or more of the following or equivalent qualifications and/or experience:

- ◆ SQA National Units and courses in appropriate subjects at Higher level
- ◆ GSVQ (level 3) Art and Design or other appropriate awards
- ◆ specialisms appropriate to the HNC/HND Photography evidenced by appropriate qualification

Centres should take into account applicants' previous experience life skills and potential ability.

Mature candidates with suitable work experience should also be considered for entry provided the enrolling centre believes the candidate is likely to benefit from undertaking the award.

4.1 Core Skills entry profile

The Core Skill entry profile provides a summary of the associated assessment activities that exemplify why a particular level has been recommended for this qualification. The information should be used to identify if additional learning support needs to be put in place for learners whose Core Skills profile is below the recommended entry level or whether learners should be encouraged to do an alternative level or learning programme.

Core Skill	Recommended SCQF entry profile
Communication	SCQF level 5
Numeracy	SCQF level 5
Information and Communication Technology (ICT)	SCQF level 5
Problem Solving	SCQF level 5
Working with Others	SCQF level 5

5 Additional benefits of the qualification in meeting employer needs

This qualification was designed to meet a specific purpose and what follows are details on how that purpose has been met through mapping of the Units to the aims of the qualification. Through meeting the aims, additional value has been achieved by linking the Unit standards with those defined in National Occupational Standards and/or trade/professional body requirements. In addition, significant opportunities exist for learners to develop the more generic skill, known as Core Skills through doing this qualification.

5.1 Mapping of Core Skills development opportunities across the qualification

Unit code	Unit title	Communication		Numeracy		ICT		Problem Solving			Working with Others	
		Written	Oral	Using Number	Using Graphical Information	Accessing Information	Providing/Creating Information	Critical Thinking	Planning and Organising	Reviewing and Evaluating	Working Co-operatively with Others	Reviewing Co-operative Contribution
DW8E 34	Photography: Theory	x	x	x	x	x	x	x	x	x		
H1LK 34	Photography: Portraiture		x			x	x	x	x	x	x	x
H37X 34	Photography: Image Editing					x	x	x	x	x		
DW7T 34	Photography: Studio Still Life		x	x		x	x	x	x	x		
DM0V 34	Creative Industries: An Introduction	x	x									
DW91 34	Photography: Graded Unit 1	x	x	x	x	x	x	x	x	x	x	x
DW84 35	Photography: Exhibition	x	x	x	x	x	x	x	x	x	x	x
DW8A 35	Photography: Photojournalism	x	x			x	x	x	x	x	x	x
DW7V 35	Photography: Advertising		x			x	x	x	x	x		
DX0D 35	Photography: Graded Unit 2	x	x	x	x	x	x	x	x	x	x	x
DW83 35	Photography: Environment		x					x	x	x		
H37V 35	Photography: Advanced Image Editing					x	x	x	x	x		
DW82 35	Photography: Documentary		x			x	x	x	x	x	x	x
DWYW 35	Photography: Alternative Process	x	x	x		x	x	x	x	x	x	
DW85 35	Photography: Fashion		x			x	x	x	x	x	x	x
DW7Y 35	Photography: Architecture		x	x		x	x	x	x	x		
DW88 35	Photography: Large Format		x	x	x	x	x	x	x	x		
FD69 34	Digital Imaging					x	x	x	x	x		

Unit code	Unit title	Communication		Numeracy		ICT		Problem Solving			Working with Others	
		Written	Oral	Using Number	Using Graphical Information	Accessing Information	Providing/Creating Information	Critical Thinking	Planning and Organising	Reviewing and Evaluating	Working Co-operatively with Others	Reviewing Co-operative Contribution
DW81 34	Photography: Darkroom Techniques							X	X	X		
FD63 35	Art and Design Context	X	X									
H1LL 34	Photography: Stock		X			X	X	X	X	X		
DW80 34	Photography: Corporate		X			X	X	X	X	X	X	X
H1LM 34	Photography: Social Photography		X			X	X	X	X	X	X	X
DV5T 34	Art and Design: Creative Process											
H383 34	Web Design: An Introduction											
D77G 34	Communication: Practical Skills											
DV0M34	Work Experience											
DK2K 34	Getting Started in Business											
DE3R 34	Personal Development Planning											

6 Guidance on approaches to delivery and assessment

6.1 Sequencing/integration of Units

Although centres can choose the sequence in which to deliver the Units, it is envisaged that the primary elements of the Mandatory Units in the HNC/first year HND are delivered prior to delivering the Graded Unit 1. It is important that these elements of the Mandatory Units have been delivered before the Graded Unit is assessed. It is recommended that the same principles of delivery also apply in the second year of the award programme with the Mandatory Units being delivered prior to the Graded Unit.

The assessment strategy of the SQA Design Principles — to encourage a more holistic approach to assessment — has been adopted in these Group Awards. The HN Unit specification places the emphasis on reducing the assessment load for both candidates and centres by devising a holistic assessment for the entire Unit or by combining the assessments of Outcomes together. There is also the opportunity to integrate some assessments across Units. The logistics of this will depend on the programmes in individual centres.

6.2 Recognition of Prior Learning

SQA recognises that learners gain knowledge and skills acquired through formal, non-formal and informal learning contexts.

In some instances, a full Group Award may be achieved through the recognition of prior learning. However, it is unlikely that a learner would have the appropriate prior learning and experience to meet all the requirements of a full Group Award.

The recognition of prior learning may **not** be used as a method of assessing in the following types of Units and assessments:

- ◆ HN Graded Units
- ◆ course and/or external assessments
- ◆ other integrative assessment Units (which may or not be graded)
- ◆ certain types of assessment instruments where the standard may be compromised by not using the same assessment method outlined in the Unit
- ◆ where there is an existing requirement for a licence to practice
- ◆ where there are specific health and safety requirements
- ◆ where there are regulatory, professional or other statutory requirements
- ◆ where otherwise specified in an Assessment Strategy

More information and guidance on the *Recognition of Prior Learning* (RPL) may be found on our website www.sqa.org.uk

The following sub-sections outline how existing SQA Unit(s) may contribute to this Group Award. Additionally, they also outline how this Group Award may be recognised for professional and articulation purposes.

6.2.1 Articulation and/or progression

The HN Photography programmes can facilitate articulation into the following degree programmes:

- ◆ BIPP Professional Qualifying Exam (PQE)
- ◆ BA (Hons) Photography
- ◆ BA (Hons) Film and Television
- ◆ BA (Hons) Digital Art
- ◆ BA (Hons) Design and Craft — Photographic and Electronic Media
- ◆ BA (Hons) Multimedia

An HND award can lead to articulation into Year 2 or 3 of a degree programme; the exact level of articulation is at the discretion of each university. Candidates' suitability will be assessed at interview and by the presentation of a portfolio.

6.2.2 Credit transfer

All candidates are eligible for Unit-by-Unit credit transfer.

Unit by Unit conversion permits candidates to convert old Units, which they may have acquired previously, to new Units to allow them to gain credit towards the new qualifications. These arrangements are known as *credit transfer*.

Credit transfer is used in lieu of the normal Evidence Requirements for a Unit. Once the equivalence between Units is established, a candidate is not required to produce evidence towards a Unit, if they already possess an 'equivalent' Unit. It is sufficient for the candidate to produce evidence of completing the equivalent Unit, which is normally done via the production of their Scottish Qualifications Certificate). Centres must retain proof of this (normally a photocopy of the candidate's SQC) for the purposes of internal and external moderation.

All decisions relating to credit transfer remain with centres. However, SQA carries out an initial mapping between old and new Units, to provide guidance.

Old Unit	Code		New Unit	Code
Photography: Applied Techniques	DW7X 34	Equivalent to	Photography: Applied Techniques	H37W 34
Photography: Portraiture	DW8C 34		Photography: Portraiture	H1LK 34
Photography: Location Stock	DW89 34		Photography: Stock	H1LL 34
Photography: Social Photography	DW8D 34		Photography: Social Photography	H1LM 34

Please note: There is no direct credit transfer arrangement available between the Units, *Photography: Image Editing 1* and *Photography: Image Editing*, or the Units, *Photography: Image Editing 2* and *Photography: Advanced Image Editing*, as the degree of change to these Units was significant.

If a candidate achieved the 'old' HNC (G86M 15) and progresses to the HND (GG3D 16) they would have to do the Unit, *Photography: Image Editing* as this is mandatory in the HNC/HND.

6.3 Opportunities for e-assessment

Some activities in the Units offer opportunities for online learning and/or online capture of, and access to, candidate evidence. Centres are advised to refer to individual Unit specifications for further guidance.

6.4 Support materials

A **list of existing ASPs** is available to view on SQA's website.

6.5 Resource requirements

If Units are delivered by open learning methods, additional resources will be required for candidate support, assessment and quality assurance. For further information and advice please refer to the SQA guide: *Assessment and Quality Assurance for Open and Distance Learning* (A1030), February 2001.

7 General information for centres

Equality and inclusion

The Unit specifications making up these Group Awards have been designed to ensure that there are no unnecessary barriers to learning or assessment. The individual needs of learners will be taken into account when planning learning experiences, selecting assessment methods or considering alternative evidence. Further advice can be found on our website **www.sqa.org.uk/assessmentarrangements**

Internal and external verification

All instruments of assessment used within these qualifications should be internally verified, using the appropriate policy within the centre and the guidelines set by SQA.

External verification will be carried out by SQA to ensure that internal assessment is within the national guidelines for these qualifications.

Further information on internal and external verification can be found in *SQA's Guide to Assessment* (**www.sqa.org.uk/GuideToAssessment**).

8 Glossary of terms

Embedded Core Skills: is where the assessment evidence for the Unit also includes full evidence for complete Core Skill or Core Skill components. A learner successfully completing the Unit will be automatically certificated for the Core Skill. (This depends on the Unit having been successfully audited and validated for Core Skills certification.)

Finish date: The end of a Group Award's lapsing period is known as the finish date. After the finish date, the Group Award will no longer be live and the following applies:

- ◆ candidates may not be entered for the Group Award
- ◆ the Group Award will continue to exist only as an archive record on the Awards Processing System (APS)

Graded Unit: Graded Units assess learners' ability to integrate what they have learned while working towards the Units of the Group Award. Their purpose is to add value to the Group Award, making it more than the sum of its parts, and to encourage learners to retain and adapt their skills and knowledge.

Lapsing date: When a Group Award is entered into its lapsing period, the following will apply:

- ◆ the Group Award will be deleted from the relevant catalogue
- ◆ the Group Award specification will remain until the qualification reaches its finish date at which point it will be removed from SQA's website and archived
- ◆ no new centres may be approved to offer the Group Award
- ◆ centres should only enter candidates whom they expect to complete the Group Award during the defined lapsing period

SQA credit value: The credit value allocated to a Unit gives an indication of the contribution the Unit makes to an SQA Group Award. An SQA credit value of 1 given to an SQA Unit represents approximately 40 hours of programmed learning, teaching and assessment.

SCQF: The Scottish Credit and Qualification Framework (SCQF) provides the national common framework for describing all relevant programmes of learning and qualifications in Scotland. SCQF terminology is used throughout this guide to refer to credits and levels. For further information on the SCQF visit the SCQF website at www.scqf.org.uk

SCQF credit points: SCQF credit points provide a means of describing and comparing the amount of learning that is required to complete a qualification at a given level of the Framework. One National Unit credit is equivalent to 6 SCQF credit points. One National Unit credit at Advanced Higher and one Higher National Unit credit (irrespective of level) is equivalent to 8 SCQF credit points.

SCQF levels: The level a qualification is assigned within the framework is an indication of how hard it is to achieve. The SCQF covers 12 levels of learning. HNCs and HNDs are available at SCQF levels 7 and 8 respectively. Higher National Units will normally be at levels 6–9 and Graded Units will be at level 7 and 8. National Qualification Group Awards are available at SCQF levels 2–6 and will normally be made up of National Units which are available from SCQF levels 2–7.

Subject Unit: Subject Units contain vocational/subject content and are designed to test a specific set of knowledge and skills.

Signposted Core Skills: refers to opportunities to develop Core Skills arise in learning and teaching but are not automatically certificated.

History of changes

It is anticipated that changes will take place during the life of the qualification and this section will record these changes. This document is the latest version and incorporates the changes summarised below. Centres are advised to check SQA's APS Navigator to confirm they are using the up to date qualification structure.

NOTE: Where a Unit is revised by another Unit:

- ◆ No new centres may be approved to offer the Unit which has been revised.
- ◆ Centres should only enter candidates for the Unit which has been revised where they are expected to complete the Unit before its finish date.

Version Number	Description	Date
05	Revision of Unit: DV0M 34 Work Experience has been replaced in HND framework by HJ4W 34 Work Placement and will finish on 31/07/2019.	29/03/2017
04	Unit H7V4 34 was added to the Optional section in both frameworks	23/06/16
03	Revision of Units: D77G 34 <i>Communication: Practical Skill</i> revised by H7MB 34. DK2K 34 <i>Getting Started in Business</i> revised by H7V4 34 <i>Preparing to Start a Business</i> finishing 31/07/2016.	06/11/14
02	Revision of Unit: DM0V 34 <i>Creative Industries: An Introduction</i> has been revised by H4A1 34 and will finish on 31/07/15.	18/09/13

Acknowledgement

SQA acknowledges the valuable contribution that Scotland's colleges have made to the development of this qualification.

9 General information for learners

This section will help you decide whether this is the qualification for you by explaining what the qualification is about, what you should know or be able to do before you start, what you will need to do during the qualification and opportunities for further learning and employment.

The general aim of the HNC in Photography is to provide a continuing programme of study for candidates employed in the photographic profession. The course can be delivered on a part-time basis or be integrated into the full time programme. It would enable candidates to achieve a recognised qualification and give them the opportunity to join the second year HND programme at a later date.

The HND in Photography is a comprehensive and demanding course over 2 years with a mixture of professional and creative Units. It is designed to meet the needs of today's image makers. The course will give you the skills required by photographers working in a number of different disciplines both in the studio and on location.

The mandatory Units of the HNC/HND qualifications have been selected for the different perspectives they bring to an understanding of the various organisational, technical and aesthetic skills required by the photographic profession. The mandatory Units are aimed at providing you with a foundation of skills and knowledge that would be expected from studying photography at HN level.

In the HNC the development of knowledge and skills will be confirmed and reinforced by the Graded Unit. The HND will give you the opportunity to gain extremely advanced skills within a photographic specialism, which will strongly enhance your prospects of successful progression into either employment or Higher Education.

You will be encouraged to research, develop and evaluate your work in response to your subject choice.

The qualification will allow you to:

- ◆ develop an understanding of the historical and/or contemporary practitioners within the subject areas
- ◆ develop an open-minded, critical and evaluative approach to study
- ◆ develop investigation and research skills
- ◆ gain knowledge and understanding of different research methods
- ◆ gain knowledge of different aesthetic and technical approaches from a variety of subjects and enable you to adopt as comprehensive an approach as possible
- ◆ develop an understanding of Colour Management
- ◆ gain knowledge and understanding of digital imaging techniques
- ◆ develop an understanding of the professional practices in the work place, enabling you to select an individual route towards career progression
- ◆ undertake a range of options which will provide you with the opportunity for experimentation and research into the diversity of expertise which exists within the profession

Having experience of different subjects within the context of Photography will allow you to make informed choices for later specialisation if so desired. However, if needed for articulation purposes, it will be possible for you to choose a variety of different subjects within each Group Award rather than focusing on a dedicated specialism.