

Infinity Campus

NO LIMITS

Multimedia | Television and Filmmaking | Broadcasting | ICT | Project Management |

Further Education and Training Certificate: Film and Television Production Operations – NQF 4

The fundamental and core components of the qualification are compulsory.

Fundamental: 56 Credits | Core: 91 Credits | Electives: 10 Credits

Duration: 12 months

SAQA ID: 61450

FULL TIME

Further Education and Training Certificate: Film and Television Production Operations – NQF 4

PART TIME

Camera Operations Sound Production Video Editing Production Management Directing

TRAINING LOCATION

Limpopo Mpumalanga Western Cape North West Free State Gauteng

Eastern Cape KwaZulu Natal Northern Cape

PERSONAL DETAILSApplication Date Title: Mr Mrs Ms Other Name (s) Surname Date of Birth Gender: Male Female Age Nationality ID Number Race Black Coloured Indian White Other Physical Address Telephone Number Email Address Do you have any special requirements for physical disability? Do you have Grade 12 or equivalent? When was it obtained?

Soft Skills Courses

Solve Problems | Professionalism | Great communication | Teamwork | Identify capabilities | Time management | The Art of Scheduling | Work Ethic and Attitude | Self-Confidence | People management | Emotional Intelligence |

ELECTIVES

Camera	SAQA ID	Unit Standard	Credits	NQF
Camera operations	117531	Mount and move cameras	14	4

Camera	SAQA ID	Unit Standard	Credits	NQF
Assistant Director	117533	Set-up visual appearance for film, television and video production	12	4

Editing (video)	SAQA ID	Unit Standard	Credits	NQF
Digitise picture and sound	117534	Digitise picture and sound for non-linear editing	3	4
Assistant Editor	117538	Maintain the functioning of electronic post-production environments	4	4
Video Editing	13793	Assemble pictures and sound to specification	6	5

Sound Recording	SAQA ID	Unit Standard	Credits	NQF
Sound Recording	12608	Record sound from a single source	3	4
Sound Recording	114529	Check sound source quality	8	4

Production Management	SAQA ID	Unit Standard	Credits	NQF
Solve a problem	116940	Use a Graphical User Interface (GUI)-based spreadsheet application to solve a given problem	6	3

FUNDAMENTAL COURSES

Business Writing	SAQA ID	Unit Standard	Credits	NQF
Effective Business writing	119465	Write/present/sign texts for a range of communicative contexts	5	3
Business letter and Email writing	12153	Use the writing process to compose texts required in the business environment	5	4
Write a proposal	119459	Write/present/sign for a wide range of contexts	5	4
Business Writing	119469	Read/view, analyse and respond to a variety of texts	5	4

Read with Understanding	SAQA ID	Unit Standard	Credits	NQF
Interpret information	119466	Interpret a variety of literary texts	5	3
Presentation skills	119472	Accommodate audience and context needs in oral/signed communication	5	3
Effective Interpersonal Communication Skills	119462	Engage in sustained oral/signed communication and evaluate spoken/signed texts	5	5

Finance	SAQA ID	Unit Standard	Credits	NQF
Monitor Finances	7468	Use mathematics to investigate and monitor the financial aspects of personal, business, national and international issues	6	4

Research	SAQA ID	Unit Standard	Credits	NQF
Research skills	119457	Interpret and use information from texts	5	3

Project Management	SAQA ID	Unit Standard	Credits	NQF
Analyse data	9015	Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life related problems	6	4

Course	SAQA ID	Unit Standard	Credits	NQF
Audio. Video. Editing. Production. Transmission. Drawings and plans.	12417	Measure, estimate & calculate physical quantities & explore, critique & prove geometrical relationships in 2 and 3 dimensional space in the life and workplace of adult with increasing responsibilities	4	4

CORE COURSES

Customer Service Administration	SAQA ID	Unit Standard	Credits	NQF
Customer Service Excellence	246740	Care for customers	3	4
Liaise with a range of customers	252218	Liaise with a range of customers of a business	4	4
Manage service providers	109999	Manage service providers in a selected organisation	5	4

Negotiation Skills	SAQA ID	Unit Standard	Credits	NQF
Negotiation Skills	13948	Negotiate an agreement or deal in an authentic work situation	5	4

Finance	SAQA ID	Unit Standard	Credits	NQF
Stock Management	13945	Describe and apply the management of stock and fixed assets in a business unit	2	4
Budgeting and Cost Management	120375	Participate in the estimation and preparation of cost budget for a project or sub project and monitor and control actual cost against budget	6	4

Health and Safety Management	SAQA ID	Unit Standard	Credits	NQF
Occupational health and safety in the workplace	120366	Demonstrate understanding of the implementation of occupational health, safety and environmental legislation in the work place	9	4

Advanced Monitoring and Evaluation	SAQA ID	Unit Standard	Credits	NQF
Monitoring and Evaluation	252024	Evaluate current practices against best practice	4	5

Team Building	SAQA ID	Unit Standard	Credits	NQF
Production Resources	252195	Identify expertise and resources	3	4
Plan a meeting or workshop	120382	Plan, organise and support project meetings and workshops	4	4
Monitor a Project Schedule	120387	Monitor, evaluate and communicate simple project schedules	4	4
Develop a schedule	120384	Develop a simple schedule to facilitate effective project execution	8	4
Managing yourself	117536	Select areas of specialisation in film, television and video production	15	4

Risk Management	SAQA ID	Unit Standard	Credits	NQF
Risk Compliance Management	120127	Demonstrate knowledge and understanding of issues of compliance or non-activity that could result in civil or criminal liability in terms of business law	2	4
Risk Management	120374	Contribute to the management of project risk within own field of expertise	5	4

Time Management	SAQA ID	Unit Standard	Credits	NQF
Effective Time Management & Productivity	15234	Apply efficient time management to the work of a department/division/section	4	5

Team Building	SAQA ID	Unit Standard	Credits	NQF
Work in a Team	120379	Work as a project team member	8	4

Certification

Upon completion, the learner will receive an Infinity Campus Certificate of Attendance.
Upon verified Competence, the learner will receive a Certificate of Competence from Infinity Campus and MICT SETA

Contact us

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Accreditation

MICT SETA: ACC/2015/09/0001