



## PROGRAMME SPECIFICATION

### 1. General information

<b>Awarding body / institution</b>	Leeds Trinity University
<b>Teaching institution</b>	Leeds Trinity University
<b>Professional accreditation body</b> <i>(if applicable)</i>	Broadcast Journalism Training Council
<b>Final award</b> <i>(eg. BA Hons)</i>	Postgraduate Diploma / MA
<b>Title of programme(s)</b>	Radio Journalism
<b>Subsidiary award(s)</b> <i>(if any)</i>	
<b>In the case of a Scheme of Study, the other Scheme(s) with which it may be combined</b>	n/a
<b>Duration and mode(s) of study</b>	
<b>Start date</b> <i>(this version) (month and year)</i>	January 2014
<b>Periodic review next due</b> <i>(acad. year)</i>	2013-14
<b>UCAS course code &amp; code name</b>	
<b>Delivery venue(s)</b>	LTU

### 2. Aims of the programme

<b>Rationale and general aims</b>
<p>At PG Diploma Level: To produce new entrant multimedia journalists who are highly competent in the application of audio, online and associated skills relevant to radio news; with high levels of technical, organisational and social skills; who are fully conversant with UK media law and regulation and the workings and structures of British government; and who are appreciative of the social role of journalism and its ethical responsibilities.</p> <p>At MA Level: All the above plus the advanced application of the practical skills, knowledge, understanding and reflection.</p>

### 3. Student learning outcomes of the programme

<b>Learning outcomes in terms of:</b> <ul style="list-style-type: none"> <li>– knowledge and understanding (K)</li> <li>– intellectual / cognitive / 'thinking' skills (I)</li> <li>– physical skills specific to the subject (P)</li> </ul>
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– **employability skills (E)**

The 'K1', etc codes are used in section 7c) and module descriptors to refer to each of these learning outcomes.

*Programmes of study should incorporate the generic learning outcomes set out below. With the exception of the employability skills, which should be kept intact, course proposers should enhance, embed, contextualise and/or make these learning outcomes more specific as appropriate.*

On successful completion of the programme students will have demonstrated:

- K1 Effective acquisition and utilisation of professional skills in a broadcast setting and in the production of artefacts;
- K2 High levels of competence in research and writing and in the application of technical broadcast skills;
- K3 Knowledge and understanding of UK media law, regulation, ethical principles and issues and of British government;
- I1 Secure use of analytical techniques appropriate to the discipline, particularly in terms of ethical decision making and the consideration of all types of content and information for dissemination to audiences;
- I2 Critical evaluation of approaches to solving problems in a disciplinary context, particularly the social and ethical consequences of news-gathering, production and dissemination;
- I3 Effective and sustained communication of the results of research in relation to the discipline
- I4 Understanding of the limits of their knowledge and the consequent influence on content produced for audiences;

In addition, on successful completion of the MA, students will be able to:

- I5 Practically apply professional skills to a major body of work and critically evaluate the learning process through the production of artefacts
- P1 An ability to produce written material for broadcast and digital platforms
- P2 An ability to produce audio and associated content for digital platforms
- P3 An ability to take and transcribe shorthand notes
- P4 An ability to apply media law knowledge to practical situations and make legally safe decisions in relation to reporting and publication
- P5 Practical use of content management systems and social media sharing platforms

Employability skills

- E1 **Self-management** – the ability to plan and manage time; readiness to accept responsibility and improve their own performance based on feedback/reflective learning; the ability to take initiative and be proactive, flexible and resilient;
- E2 **Teamworking** – the ability to co-operate with others on a shared task and to recognise and take on appropriate team roles; leading, contributing to discussions and negotiating; contributing to discussions; awareness of interdependence with others;
- E3 **Business and sector awareness** – an understanding of the key drivers for business success, including the importance of audience satisfaction and innovation; understanding of the market/sector in which an organisation operates; the ability to recognise the external context and pressures on a organisation, including concepts such as value for money, profitability sustainability and the regulatory environment within which radio and online producers operate.
- E4 **Problem-solving** – a capacity for critical reasoning, analysis and synthesis; a capacity for applying knowledge in practice; an ability to retrieve, analyse and evaluate information from

different sources;

- E5 **Communication** – the ability to present information clearly and appropriately, both orally and in writing, and to tailor messages to specific audiences and purposes;
- E6 **Application of numeracy** – a general awareness of mathematics and its application in practical contexts; the ability to carry out arithmetic operations and understand data, to read and interpret graphs and tables and to manage a budget;
- E7 **Application of information technology** – the ability to identify the appropriate IT package for a given task; familiarity with word-processing, spreadsheets and file management; the ability to use the internet and email effectively.
- E8 **Entrepreneurship/enterprise** – the ability to demonstrate an innovative approach and creativity, to generate ideas and to identify and take opportunities;
- E9 **Social, cultural & civic awareness** – embracement of an ethos of community and civic responsibility; an appreciation of diversity and ethical issues; an understanding of cultures and customs in the wider community.

See also the generic learning outcomes for subsidiary awards set out in section 4 below.

**Statement of congruence with the relevant published subject benchmark statements**  
(including appropriate references to the FHEQ and any PSRB, employer or legislative requirements)

*All new programme submissions should be accompanied by copies of external advisory and regulatory documents relevant to the programme.*

The aims and objectives are congruent with the Framework for Higher Education Qualifications in England, Wales and Northern Ireland (2008). The programme aims and objectives are also consonant with the benchmark statement for Communication, Media, Film and Cultural Studies (2008)

The aims and objectives also meet or exceed the accreditation requirements of the Broadcast Journalism Training Council.

#### **4. Content**

**Summary of content by theme**

(providing a 'vertical' view through the programme)

This programme is designed to provide students with the skills, knowledge and understanding to enable them to enter a highly competitive marketplace as skilled, legally aware journalists with the professional skills relevant for higher level practice.

The Postgraduate Diploma in Journalism comprises five modules covering:

- 1) News Skills – the core skills of journalism regardless of the medium, including training in the taking of shorthand to a minimum of 50wpm;
- 2) Law, Ethics and Regulation – the knowledge required to be legally safe, operate within regulatory frameworks and make ethically sound decisions relating to professional practice;
- 3) Live Production – technical, production and narrative skills specific to radio and related online news production.

- 4) Public Affairs – the knowledge of British local and national government
- 5) Professional Placement of not less than four weeks in one or more professional news organisations

The MA in Journalism consists of one module which requires the production of a self-directed portfolio of professional artefacts, along with an accompanying critical reflection.

## 5. Structure

*EXAMPLE:*

### Radio Journalism

**Duration:** PG Diploma 1 year full-time  
MA Six months part-time to complete the professional portfolio

**Total credit rating:** PGD 120 credits  
MA 180 credits

**For the PG Diploma, candidates are required to take:**

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JOU7033	News Skills	30 credits
JOU7043	Law, Ethics and Regulation	30 credits
JOU7053	Live Production (Radio)	30 credits
JOU7111	Professional Placement	10 credits
JOU7132	Public Affairs	20 credits

**For the MA, candidates are also required to take:**

JOU7186	Research Methods and Dissertation	60 credits
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## 6. Learning, teaching and assessment

### 7a) Statement of the strategy for learning, teaching and assessment for the programme

The programme is consistent with the University Learning, Teaching and Assessment Strategy for 2012-15 as follows:

- 1) It has an emphasis on student-centred learning
- 2) There is a strong emphasis on ensuring students fully develop their academic and professional potential
- 3) Teaching is informed by constant engagement with / research into industry-standard practice
- 4) The development of industry-standard professional employment skills is at the heart of the programmes
- 5) Through its fostering of links with employers

Entrants to the programme come from a broad range of disciplines and backgrounds and the programme is designed to provide an interactive learning experience and to be professionally relevant, academically coherent and challenging, with formative and summative feedback provided throughout the programme to monitor progress, support learning and allow time for reflection, evaluation and enhancement.

Teaching methods relate specifically to module objectives. Workshops form the key mode of delivery and the emphasis throughout is on interactivity. Links are made between modules to

ensure students can make the connections between discrete elements and bring together their learning experience.

Teaching is structured into four blocks, with block 1 providing the basic skills and knowledge which are built on in subsequent blocks. The bulk of summative assessment is completed by the end of block three, with students then able to concentrate on live production, including production of -live radio news bulletins for a community radio station and accompanying online materials.

Theory into practice is demonstrated through the live production projects which start in block 2 and increase in scope and intensity. The live production emulates the professional newsroom environment with students having to take on a range of different roles. Trainees will normally be expected to undertake 'day release' opportunities with local radio stations prior to assessed professional placement to develop skills in a workplace environment.

Considerable care is taken in the selection of students for placements to ensure compatibility with the ethos and output of the host organisation. Every effort is made to visit students on placement and the meeting takes the form of an appraisal tutorial. On occasions when a visit is not possible, the progress of students is monitored through regular contact between the tutor, student and placement host.

Ethics is a key feature of the programme and is explicit within the Law, Ethics and Regulation module and in the News Skills and Live Production modules.

A balance is struck between the high level skills required of an M level programme (as demonstrated through modules 1, 2 and 4) and the high level practical/professional skills required for a career in journalism (as demonstrated through modules 1, 3 and 5). The balance ensures the academic integrity of the provisional and the professional integrity as defined by the BJTC and acknowledged through its accreditation process.

Assessment methods are determined on the basis of what most effectively enables students to demonstrate they have met the module objectives. Assessments are staggered through the programme but most take place in the first six months, with the Live Production portfolios / artefacts being handed in towards the end of the programme.

Assessment criteria have been specified for each form of assessment and are published to students. The overriding principle applied to assessment is that students must be able to demonstrate they have a 'safe' knowledge in order to pass the module – that is they can demonstrate they have acquired the knowledge and skills to act as an effective journalist, safe with regard to law, issues of regulation and ethical practice.

## 7b) Module details

Module number and name <i>Include both as shown below</i>	Learning and teaching methods <i>These must be easily classifiable into the three KIS categories of Scheduled learning and teaching activities, Guided independent study &amp; Placement/study abroad.</i>	Assessment				Teaching staff (Module co-ordinator shown as first name, in <b>bold</b> script)	Venue (if not Leeds Trinity premises)
		Component form <i>Each must be easily classifiable into one of the three KIS categories of Written exams, Coursework &amp; Practical exams.</i>	Magnitude (eg. 2,000 words or 2 hours)	Weighting and/or Pass/Fail	Timing (Semester & indicative teaching week)		
JOU7033 News Skills (Radio)	Workshops, tutorials, shorthand classes	Portfolio  Shorthand – minimum 50wpm	1 x 3,000 words  1 x 2,000 words	100%  Pass / Fail	End of first block  During block 2	<b>Lisa Bradley</b> Paul Marsden Richard Horsman Lindsay Eastwood Mollie Whiteley	
JOU7043 Law, Ethics and Regulation	Lectures Workshops Court visits	Law tutorials reflective report  Unseen paper (NCTJ Essential Media Law exam)  Essay	500 words  1 x 2.5 hours 3,000 words	10%  50%  40%	Block 1  Block 2  Block 2	<b>Nigel Green</b> Paul Marsden	
JOU7053 Live Production Radio)	Workshops Live newsroom practice	Radio Portfolio	1, 6,000 word equivalent	100%	End Block 4  End Block 4 End Block 4	<b>Richard Horsman</b>	
JOU7111 Professional Placement (Radio)	Placement within news organisation		4 weeks minimum	Pass/Fail	Oct/Nov	<b>Richard Horsman</b>	Various
JOU7132 Public Affairs	Workshops Council visits	Unseen paper (NCTJ Public Affairs exam)	1 x 1 hr 45 mins	100%	Block 2	<b>Nigel Green</b>	



## 7. Entry requirements

A strong rationale must be provided for any deviation from the following norms; as a minimum, the "Other non-certificated requirements..." section must be completed:

Postgraduate programmes
Applicants should normally have achieved the following prior to registration for the programme: A good honours degree in a relevant subject (or equivalent). For PG ITT: GCSE English Language and Mathematics at grade C (or equivalent). For students whose first language is not English a pass in an approved test in English is needed, eg. the International English Language Testing Service (IELTS) and the Test of English as a Foreign Language (TOEFL). <i>Other non-certificated requirements...</i> Applications are welcome from those with few or no formal qualifications. Any previous relevant work experience and learning will be assessed and, where appropriate, accredited as part of the application process. Please see Leeds Trinity's Principles and Guidelines for the Accreditation of Prior Learning.

## 8. Progression, classification and award requirements

Details of requirements for student progression between levels and receipt of the award(s) (A certain level of attainment which <u>must</u> be achieved in a specific module; any modules exempted from condonement, any deviation from the standard institutional stipulations for award classification, eg. exclusion of Level 4 module marks from Foundation Degree classification)

## 9. Prerequisites

Details of modules which <u>must</u> be passed before enrolment on a module at a higher level <i>Include the rationale which justifies imposition of the prerequisite(s) and the mark/grade required.</i>

## 10. External examining arrangements

External examining arrangements (eg. joint with another programme – extended duties for someone already in post – or separate, single/multiple examiners; if multiple examiners, which subjects / types of module are to be allocated to each)
One external examiner has been appointed to oversee the PGDip programmes in Print & Online, Magazine, Broadcast and Radio and the accompanying MAs.

## 11. Additional information

Details regarding arrangements in respect of any special features of the programme/scheme, (eg. a non-standard delivery pattern, study abroad, a field course, specific work placement, opportunities for onward progression from foundation degrees)
None



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## **12. Additional support needs**

Arrangements made to accommodate students with additional support needs and any unavoidable restrictions on their participation in the programme/scheme  
(Key aspects of the Equality Impact Assessment for the Department – see Internal Audit Form NP2G for further details)

Students with disabilities will be welcomed on the course and reasonable adjustments will be made wherever possible to accommodate their individual needs. Students with visual or hearing impairments might have difficulty with certain modules such as Radio production and these will be addressed as individual cases arise and every reasonable effort made to enable students to participate fully.

Shorthand is a competence standard and while every effort will be made to support students with disabilities to acquire this professional skill, there may be instances where alternative assessment is required. This will be dealt with on a case-by-case basis.