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| **BTEC Foundation Diploma Music (A-Level Provision)**  **Year 1**  **Course Handbook** |

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| **Start Date** | **September 2024** |
| **End Date** | **July 2026** |
| **Level of course** | **BTEC Level 3 Foundation Diploma in Music** |
| **Year of course** | **Year 1** |
| **Awarding Body** | **Pearson** |
| **Specification** | [**Qualification specification**](https://qualifications.pearson.com/en/qualifications/btec-nationals/music-2018.html#%2Ftab-Extended-Diploma_1) |

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| CONTENTS |

[WELCOME TO DCG 3](#_Toc137985377)

[YOUR TEACHERS AND THE TEAM AROUND YOU 4](#_Toc137985378)

[INTRODUCTION AND COURSE CONTENT 5](#_Toc137985379)

[OVERVIEW OF UNITS/MODULES/TOPICS 6](#_Toc137985380)

[YEAR PLAN OF STUDY 7](#_Toc137985381)

[KEY INFORMATION ABOUT YOUR COURSE 8](#_Toc137985382)

[ASSESSMENT AND FEEDBACK 9](#_Toc137985383)

[KEY EXPECTATIONS 11](#_Toc137985384)

[TUTORIALS 12](#_Toc137985385)

[WORK EXPERIENCE 13](#_Toc137985386)

[LIBRARIES FOR LEARNING 14](#_Toc137985387)

[SUPPORT FOR YOUR STUDY SKILLS AT DCG 15](#_Toc137985388)

[SUPPORT FOR YOUR DIGITAL SKILLS AT DCG 16](#_Toc137985389)

[STUDENT VOICE 17](#_Toc137985390)

[GLOSSARY OF TECHNICAL TERMS 18](#_Toc137985391)

[YOUR NEXT STEPS OPPORTUNITIES 19](#_Toc137985392)

[COURSE SPECIFIC CONTENT 20](#_Toc137985393)

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| WELCOME TO DCG |

**Warm welcome….**

A very warm welcome to the A-level department at The Joseph Wright Centre, part of the Derby College group.

Our flourishing A-level centre offers a comprehensive range of subjects ensuring you can choose a selection of subjects that align best with your interests, talents and future progression routes.

Our enthusiastic group of expert teachers and experienced pastoral team are itching to welcome you as you embark on your next big adventure.

As you will quickly observe, students who study at the Joseph Wright Centre pride themselves on their passion for their subjects, their respectful behaviour and their professional approach to learning.

Students on the A-level programme embrace the step up from GCSE and work well with their teachers to meet higher expectations. They attend well, work hard and seek feedback from teachers on how to improve.

Our A-Level results over recent years have been testament to how our fabulous teaching and support teams work together with students to ensure they achieve their potential. A-level results day in 2024 was a very proud day as the college and it was wonderful to celebrate and give students a fantastic send off before they transition onto their university courses or take up their apprenticeship places.

This handbook aims to provide you with some important information and alongside your individual subject handbooks will reveal the habits and routines necessary to achieve your best on an A-level programme.

I wish you all the best with your studies during your time at the Joseph Wright Centre.



**Matt Ridgill: Assistant Principal: Academic Education.**

A-levels, GCSE Plus and Applied Science.

**Based in S24.**

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| YOUR TEACHERS AND THE TEAM AROUND YOU |

Ian Algie Course Lead IV

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Rachael Nicholls Student experience and pastoral coach

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Based in G21

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Sally Archer  Curriculum Manager: English and Languages

A Levels in English Literature, English Language, Film Studies, Fine Art, French, Media Studies, Spanish and Textiles. BTEC Music Performance and the Extended Project Qualification.

Teacher: French and Spanish

Based in G19.

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| INTRODUCTION AND COURSE CONTENT |

Welcome to your first year of studies towards the BTEC Level 3 Foundation Diploma in Music. This programme of study is devised for you as a member of the group and also for you as an individual, as everyone approaches and learns in different ways. This course of study endeavours to challenge and stimulate you, whilst appreciating that everyone’s prior experience at the beginning stages are differing. The course incorporates practical and theoretical areas of music, technology and the entertainment industry.

This programme of study aims to give you the knowledge, skills and experience to move forwards onto Higher Education or make your first steps into freelance work or form your own business. Whilst improving your own musical and creative abilities in playing, performing, recording, arranging, composing, and designing, you may also have the opportunity to develop life skills such as planning, target setting, organising, achieving deadlines and working as a team member.

You will need to show high levels of self-motivation and willingness to study. The responsibility will be with you to ensure that you catch up with work or handouts missed due to illness. It is also important that you have the necessary materials to be able complete your work. Make the most of opportunities open to you and remember that you only make progress if you put the work in.

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| OVERVIEW OF UNITS/MODULES/TOPICS |

These are the modules, with their units of study, for your year one studies:

**A Music Skills Development –**

Unit A1 Performing as an ensemble

Unit A2 Creating musical material

Here are the teaching themes for these units:

A list of words and symbols

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Here are the criteria for each unit that you will be assessed on:

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This is how your work for each unit will be graded:

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A paper with text and images

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| YEAR PLAN OF STUDY |

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| September |  |
| October | 24th - Gig at Dubrek - 4-10.30pm |
| November |  |
| December | 18th - Gig at The Hairy Dog - 4-10.30pm |
| January |  |
| February | 12th – Gig at the Vic Inn – 4-10.30pm  W/C 24th – A1 – Performing as an Ensemble – Hand-out  W/C 24th – A2 – Creating Musical Material – Hand-out |
| March | 4th – Inspiration day – Sinfonia Viva Project  5th, 11th, 17th and 27th – 1.30pm to 4.30pm – Creative Workshops – Sinfonia Viva Project  31st – Dress Rehearsal – Derby Theatre – 9.30am to 4pm – Sinfonia Viva Project  W/C 31st – date TBC - Gig at The Hairy Dog – 4-10.30pm |
| April | 1st – Performances – Derby Theatre – 9.15am to 2.45pm and 7pm – 9.30pm – Sinfonia Viva Project |
| May | W/C 19th – A1 – Performing as an Ensemble – Hand-in  W/C 19th – A2 – Creating Musical Material – Hand-in  21st – Gig at the Hairy Dog – 4-10.30pm |
| June | 18th – Exhibition Evening  25th – End of Year Gig at The Hairy Dog  23th – 27th Futures Week seminars and workshops |

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| KEY INFORMATION ABOUT YOUR COURSE |

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| Length of Study | You must complete the full two years of study to achieve a BTEC Foundation Diploma in Music Performance |
| Your music classrooms… | …are in the basement in B14, B15 and B21 |
| Key **skills** you will be developing during the course to be successful | Music performance techniques, working as a member of a team, use of specific creative and digital skills in using music software, analysing and evaluating, academic writing, researching and collating information, communication and presentation skills. |
| What will lessons look like? | Lessons will be based in rehearsal studios, in the music technology suite on your Digital Audio Workstation (DAW) and in the classroom. The working week will be more theoretical at the start of the year when you will be understanding the health and safety working in music, understanding the music software and music industry systems. After this the majority of lessons will be practical; creating music and rehearsing as a member of a band. Students perform gigs most half terms and need to make the necessary arrangements for attendance and travel. Students will be expected to bring **headphones, Ear Defenders** and their **instrument** with accessories, all in professional working condition. |
| Assessment Methods | In lessons you will take part in completing tasks improving your knowledge, skills and experience to prepare for assessment. These tasks will include performances in class and at venues, presentations, creating programmed music and making diaries of your progress in rehearsal. The methods for your assessments will include musical performances in venues, creating rehearsal diaries, creating programmed music arrangements and compositions. The practice assessments where you gain feedback for how to improve are called formative assessments and the final assessments that will provide your coursework grade are called summative assessments. You will know when you are practicing or working towards the summative assessment. |
| Equipment/ Resources | Music students should bring mini jack headphones to every class. Students should have a memory stick or hard drive to back up their work. For performance lessons and gigs, students will be expected to bring their instrument with accessories, all in professional working condition and suitable ear protection/defenders. Below may help  [Financial Support and Fees - DCG (derby-college.ac.uk)](https://www.derby-college.ac.uk/student-support/financial-support-and-fees/) |
| Health and Safety | It is essential you bring earplugs for performance lessons and gigs to protect your hearing or you will not be able to take part. |

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| ASSESSMENT AND FEEDBACK |

You will be regularly assessed in all the units. The BTEC Music course comprises of coursework that is assessed by the College tutors and then this is checked by our lead verifier.

There will be an assignment brief set that will illustrate all the details such as the tasks to complete, the grading criteria standards needed for achievement and deadline dates. During the year your course will be assessed on both individual and group work. You will be assessed through a variety of ways such as practical performance, presentation, practical task, technical operation, formal written work etc… Sometimes you may have a choice in how you wish to present your work, such as either by typing a report or by presenting an audio or film recording using your phone or computer. All assignment work using music software must be completed at College and not at home.

The assessments are graded as:

Distinction for work of outstanding quality for every aspect of the assignment

Merit for work that is of a high standard for every aspect of the assignment

Pass for work that is satisfactory

**Not Yet Achieved** this means that some part of your work was not complete or to the required standard and you will only receive one chance to improve your work (without help from the tutor) and you will resubmit this within a time limit.

**Assignment Submission Rules**

**· Assignment will be submitted on time**

**· Assignment will contain all sections of evidence as directed in the brief**

**· Hand written work must be legible**

**· Bibliography must be attached showing all websites, books resources used during assignment work**

**· Your work submitted must be your own. Plagiarism is not acceptable; college disciplinary procedures will be implemented for any plagiarised work.**

**Submitting Assignments**

Assignments need to be presented with quality for a number of reasons:

so assessors and tutors can understand and grade your workso external verifiers can check the grading of your work (assessors from Pearson, the examining board)

so your work can be used in your professional life after the course (especially portfolios you wish to share online)

You will submit the assignment into the tutor at the time and date stated on the assignment brief. When your assignment has been graded, it will be returned to you to for your signature. On understanding your teacher feedback from assignments and tasks, you will regularly make targets and track your progress. These targets can be written on your ILP on MyDCG. Your coursework will be filed by the tutor for safe keeping for verification with Pearson until the end of the course. An extension will only be granted in **exceptional** circumstances, such as long term illness or serious personal circumstances, and at least 24 hours notice must be given. You must discuss this with your tutor and a doctor’s note is usually presented. An extension form must be completed and signed by both the student and the tutor.

**Referrals Procedures and Resubmissions Procedures**

You will have a clear plan of what to expect, what assessments will take place during the year and when you can expect these assessments to happen. You can expect your work to be marked and quality assured where appropriate and returned within 15 working days of submission.

Once you have submitted your work, it will be marked and potentially be quality assured by the Internal Quality Assurance team. This is particularly key where the learning outcomes have not been met and a resubmission opportunity has been given.

Where a referral has been given, by the teacher or assessor will provide you with an opportunity to resubmit. However, you must read the feedback carefully to ensure you are clear of what you need to do and where a graded qualification and assessment is in place what you can attempt. This will be time bound and you will be given a re-submission date by your trainer/assessor/lecturer, and you must meet this deadline.

**Academic Malpractice**

DCG is keen to support students and avoid any cases of Academic malpractice. Awarding Organisations take matters of academic malpractice very seriously and require all schools and colleges to have specific policies and procedures in place to both educate staff and students about malpractice, thus deterring them from committing it whether intentional or not and report and investigate any suspected malpractice where it may occur.

Examples of malpractice include plagiarism; this is where work is copied directly or paraphrased from another source without referencing. Plagiarism also includes work created using artificial intelligence (AI) tools such as ChatGTP and submitted as a students’ own work without proper referencing of the AI source. It could also include copying another student’s work or allowing another student to copy your work.

Other examples include:

* Falsification or fabrication of results,
* Deliberate destruction of other student’s work
* Any other act that will give you an unfair advantage. This also relates to not following clear guidance in examinations or assessments where examination conditions exist.

Where academic malpractice is suspected, this will be reported to your Team Manager who will conduct an investigation and, where relevant, the Awarding Organisation may also be informed and investigate further. Where malpractice is discovered to have occurred, sanctions may be imposed including the potential to be disqualified from the qualification.

**Appeals Procedures**

Each Awarding Organisation will have slightly different processes for appealing decisions. Appeals can be made where:

* You believe that the awarding body policies and procedures have not been followed correctly in respect of external quality assurance/standards verification (policies and procedures can be found on the relevant awarding body website).
* You believe that the awarding body policies and procedures have not been followed correctly in respect of qualification decisions (policies and procedures can be found on the relevant awarding body website).
* You disagree with the outcome of your internal appeals procedure (for example, a decision in relation to reasonable adjustments or assessment outcomes).

However, should you, as a student wish to appeal, firstly:

* Contact your lecturer/trainer/assessor and discuss your concerns.

If you are still not satisfied with the outcome, the College would usually make an appeals application on your behalf. This would require your consent. It is possible to apply directly to the Awarding Organisation but only once the College’s internal processes have been followed. At this point you would be informed of the next stages and Awarding Organisation communication link. This is time bound and this will also be communicated to you once the internal appeals process has taken place.

Note: you must be aware that through this process the initial grade can go up, stay the same, or go down.

**Overall Grades**

After all the assignments for the unit have been completed, each unit is awarded a final grade and these have points attached:

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At the end of year 2 all the points are added to create a Foundation Diploma grade. These grades are as follows:

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A BTEC Foundation Diploma is worth the same points as 1.5 full A Levels.

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| KEY EXPECTATIONS |

The 5Ps and College code of conduct.

To be successful at Derby College you will be expected to be:

* Positive
* Polite
* Punctual
* Prepared, and
* Professional in your approach.

Please pay attention to the code of conduct, you will be asked to sign a copy to promise you will abide by the College guidelines: [Code of Conduct (sharepoint.com)](https://studentderbycollegeac.sharepoint.com/sites/StudentHandbook/SitePages/Code-of-Conduct.aspx)

**Derby College has a zero tolerance approach to all forms of bullying, harassment and abuse both online and face-to-face.** [Statement on Sexual Harassment, Bullying and Online Abuse (sharepoint.com)](https://studentderbycollegeac.sharepoint.com/sites/StudentHandbook/SitePages/Statement-on-Bullying.aspx)

If you or anyone else is being bullied, harassed or abused – or if you become aware of discriminatory behaviour or actions taking place – you are encouraged to report this by contacting either your course tutor or <https://studentderbycollegeac.sharepoint.com/sites/Welfare/SitePages/Chat-to-a-Welfare-Officer.aspx> or call our confidential **BULLYING HELPLINE** on **01332 387499.**

What all students can expect from Derby College Group:

* We will listen to you and take your concern seriously and deal with it in a sensitive manner.
* We will give you support and involve you in any decision that affects you.
* We will take disciplinary action against any student who has harmed you and/or breached the college Code of Conduct.

**Key expectations**

**What you can expect from College:**

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| Specialist teachers who support your learning and welfare, and help you reach your potential |
| A course that gives you the opportunity to learn and improve your knowledge, skills and experience of music |
| A course that fulfils the syllabus and helps you understand your progression through education and the music industry |
| A course that provides you the opportunity to use specialist equipment in developing your skills, knowledge and experience |

**What we can expect from you:**

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| A professional conduct following the college rules and 5 Ps. |
| To attend all classes, all trips and be punctual. |
| To give your best, reach your potential and work towards your target grade. |
| To be organised with dates and times, accurately working to coursework deadlines and bringing the correct, maintained equipment to the lessons |
| To share your love of music! To respect the love of music and the abilities of your colleagues. |
| To respect your teachers, colleagues and the equipment provided by Derby College. |

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| LIBRARIES FOR LEARNING |

**Make your life easier!** To make a real success at Derby College visit the library. Bring your existing skills and the Libraries for Learning team will help you do the rest.  Use the private study space to work on your assignments whilst making use of the extensive resources. There is IT help available to improve your skills to present your work with a professional finish and IT kit (laptops and PCs) for you to use on-site and then, print your work in the Library at no cost to you using your student print allowance.

**Get the help you need!** Come into the Library or use the resources online and ask any one of the friendly team members for help.  All the Libraries for Learning Team are skilled researchers willing to help you find the information you need and guide you to resources you might not have considered to help you finish those assignments.  On the rare occasions that the library does not have exactly what you want, they will do their best to borrow it through another library.  They can also give you advice on study skills and digital skills via the Skills Hubs too (see Study Skills and Digital Skills sections below).

**Improve your grades!** Research has established that the students who achieved the highest grades on their chosen course of study were those who took full advantage of all that the library offers by borrowing books and accessing electronic resources most frequently. In contrast, the students with the lowest marks were those who made the fewest visits to the library.  What are you waiting for?

**Boost your Personal Development!** Embark on an exciting journey of discovery and growth by joining the Libraries for Learning Reading Challenge! This is more than just a chance to read – it's an opportunity to explore new worlds, ignite your imagination, and sharpen your mind. By diving into a variety of genres and authors, you'll enhance your critical thinking, expand your vocabulary, and gain a deeper understanding of different perspectives. Plus, completing the challenge can bolster your applications and CVs, showing your commitment to personal development and intellectual curiosity. So why not take on the challenge? It's your ticket to adventure, knowledge, and a brighter future!

Everything about the Libraries for Learning Service can be found on the [[Libraries for Learning POD page](https://pod.derby-college.ac.uk/course/view.php?id=36)](https://moodle.derby-college.ac.uk/course/view.php?id=1246443) including the [Library Catalogue](http://dclibrary.cirqahosting.com/HeritageScripts/Hapi.dll/search1?SearchPage=srchgen.htm), and all the [contact details](https://pod.derby-college.ac.uk/course/view.php?id=36).

Specific resources and recommended reading lists to support your learning can be found below:

* [Music BTEC - DCG Library List](https://nam04.safelinks.protection.outlook.com/?url=http%3A%2F%2Fdclibrary.cirqahosting.com%2FHeritageScripts%2FHapi.dll%2Fretrieve2%3FSetID%3D69F5436B-8A92-4026-8444-ECD6E07AD373%26dispfmt%3Db&data=05%7C01%7Chelen.tilley%40derby-college.ac.uk%7Ca313bd9451894664b61908db7ed9392f%7C7584d7479421477d8345bedc5d73bc46%7C0%7C0%7C638243243660766494%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=rh5UJUEdLLyJ%2FhCKtD%2BMiQd8G7PlQvI1q50xyVryhrk%3D&reserved=0)
* [Music College Award - DCG Library List](https://nam04.safelinks.protection.outlook.com/?url=http%3A%2F%2Fdclibrary.cirqahosting.com%2FHeritageScripts%2FHapi.dll%2Fretrieve2%3FSetID%3D4306B033-C48D-4962-9E7E-E90A51AAB0CE%26dispfmt%3Db&data=05%7C01%7Chelen.tilley%40derby-college.ac.uk%7Ca313bd9451894664b61908db7ed9392f%7C7584d7479421477d8345bedc5d73bc46%7C0%7C0%7C638243243660922727%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=MpjMxn85cXSzctMFuRI%2F10lgAe1s7MmEXGd2Alp%2FEOc%3D&reserved=0)
* [Music eBooks](https://nam04.safelinks.protection.outlook.com/?url=http%3A%2F%2Fdclibrary.cirqahosting.com%2FHeritageScripts%2FHapi.dll%2Fretrieve2%3FSetID%3D183FDC7A-CAB2-4106-B5FC-B93A3535F1C1%26dispfmt%3Db&data=05%7C01%7Chelen.tilley%40derby-college.ac.uk%7Ca313bd9451894664b61908db7ed9392f%7C7584d7479421477d8345bedc5d73bc46%7C0%7C0%7C638243243660922727%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=6CeRBtGi1aubFXZsM0ehO1osZ3g%2F9EQJxMkbmtYfvxk%3D&reserved=0)
* [Music books](https://nam04.safelinks.protection.outlook.com/?url=http%3A%2F%2Fdclibrary.cirqahosting.com%2FHeritageScripts%2FHapi.dll%2Fretrieve2%3FSetID%3D2A32CD4F-9BE8-45B2-BB58-3F5DC4DBE4E2%26dispfmt%3Db&data=05%7C01%7Chelen.tilley%40derby-college.ac.uk%7Ca313bd9451894664b61908db7ed9392f%7C7584d7479421477d8345bedc5d73bc46%7C0%7C0%7C638243243660922727%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=haNbGYoIsVpMZY0xmzRtVFqfKs30iyHwWhzZtuBwnVU%3D&reserved=0)
* [Music (BTEC)](https://nam04.safelinks.protection.outlook.com/?url=http%3A%2F%2Fdclibrary.cirqahosting.com%2FHeritageScripts%2FHapi.dll%2Fretrieve2%3FSetID%3DA3F63DE8-46CF-4B05-B1AA-6C63553CF1D1%26dispfmt%3Db&data=05%7C01%7Chelen.tilley%40derby-college.ac.uk%7Ca313bd9451894664b61908db7ed9392f%7C7584d7479421477d8345bedc5d73bc46%7C0%7C0%7C638243243660922727%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=34126o7fPnR1CsgM%2FvQtnZs7Leh0XExMg%2FCDikcGXMI%3D&reserved=0)

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| SUPPORT FOR YOUR STUDY SKILLS AT DCG |

The [Study Skills Hub](https://pod.derby-college.ac.uk/course/view.php?id=266) course includes a wide-ranging selection of information and resources to support the continuing development of your study skills, (the stuff you can easily do to improve your college life and continued learning).  You can work through these short modules (see below for a detailed list) in any order and obtain a virtual badge in recognition of your participation.

On completion of any 6 modules, you will also be awarded a Bronze level certificate.  If you go on to complete a further 6 (12 in total) you will be awarded a Silver level certificate and a Gold certificate on completion of all modules.

Links to the complete course and individual modules are listed below:

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|  | [**Study Skills Hub (complete course)**](https://pod.derby-college.ac.uk/course/view.php?id=266) | |
| [Better Learning](https://pod.derby-college.ac.uk/mod/hvp/view.php?id=22332) | [Note Taking](https://pod.derby-college.ac.uk/mod/hvp/view.php?id=22334) | [Managing your Time](https://pod.derby-college.ac.uk/mod/hvp/view.php?id=22336) |
| [Independent Learning](https://pod.derby-college.ac.uk/mod/hvp/view.php?id=22338) | [Better Thinking](https://pod.derby-college.ac.uk/mod/hvp/view.php?id=22340) | [Preparing for Assessments or Exams](https://pod.derby-college.ac.uk/mod/hvp/view.php?id=22342) |
| [Internet Search Strategies and using Google](https://pod.derby-college.ac.uk/mod/hvp/view.php?id=22344) | [Using Chatbots to Search the Internet](https://pod.derby-college.ac.uk/mod/hvp/view.php?id=22346) | [Starting Research](https://pod.derby-college.ac.uk/mod/hvp/view.php?id=22349) |
| [Referencing and Plagiarism](https://pod.derby-college.ac.uk/mod/hvp/view.php?id=22352) | [Using Artificial Intelligence (AI) as a Study Aid](https://pod.derby-college.ac.uk/mod/hvp/view.php?id=22354) | [Trusted Sources](https://pod.derby-college.ac.uk/mod/hvp/view.php?id=22356) |
| [Presentation Skills](https://pod.derby-college.ac.uk/mod/hvp/view.php?id=22358) | [Critical Thinking](https://pod.derby-college.ac.uk/mod/hvp/view.php?id=22360) | [Continuing Research](https://pod.derby-college.ac.uk/mod/hvp/view.php?id=22362) |
| [Primary and Secondary Sources](https://pod.derby-college.ac.uk/mod/hvp/view.php?id=22366) | [Copyright and Intellectual Property](https://pod.derby-college.ac.uk/mod/hvp/view.php?id=22370) | [Learning from Feedback and Reflective Practice](https://pod.derby-college.ac.uk/mod/hvp/view.php?id=22373) |

All modules are supported by the Libraries for Learning Team so please contact them at [learningresources@derby-college.ac.uk](mailto:learningresources@derby-college.ac.uk) if you would like any additional support or information – they are here to help!

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| SUPPORT FOR YOUT DIGITAL SKILLS AT DCG |

Each of the three Digital Skills Hub courses includes a wide-ranging selection of information and resources to support the continuing development of your Digital Skills from the time you start with us at DCG to the time you move on.  You can work through the modules and obtain a virtual badge in recognition of your participation.  On completion of the first 6 modules, you will also be awarded a Bronze level certificate.  If you go on to complete a further 6 (12 in total) you will be awarded a Silver level certificate and a Gold certificate on completion of all modules. The course and the modules for each one are listed below.

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| [**Digital Skills Hub: Getting Started**](https://pod.derby-college.ac.uk/course/view.php?id=286) | [**Digital Skills Hub: Progressing**](https://pod.derby-college.ac.uk/course/view.php?id=260) | [**Digital Skills Hub: Moving on**](https://pod.derby-college.ac.uk/course/view.php?id=261) |
| [Acceptable Use Policy (AUP)](https://pod.derby-college.ac.uk/mod/hvp/view.php?id=23627) | [Plagiarism and Copyright](https://pod.derby-college.ac.uk/mod/hvp/view.php?id=21524) | [GDPR and Data Protection](https://pod.derby-college.ac.uk/mod/hvp/view.php?id=22237) |
| [Online Safety](https://pod.derby-college.ac.uk/mod/hvp/view.php?id=23631&forceview=1) | [Privacy and Cookies](https://pod.derby-college.ac.uk/mod/hvp/view.php?id=21611) | [Phishing and Scams](https://pod.derby-college.ac.uk/mod/hvp/view.php?id=21581) |
| [An Introduction to Mobile Devices](https://pod.derby-college.ac.uk/mod/hvp/view.php?id=23618) | [Essential Tech Skills](https://pod.derby-college.ac.uk/mod/hvp/view.php?id=21516) | [Setting up a Desktop PC](https://pod.derby-college.ac.uk/mod/hvp/view.php?id=21622) |
| [Introduction to MyDCG and your College Individual Learning Plan (MyILP)](https://pod.derby-college.ac.uk/mod/hvp/view.php?id=23651&forceview=1) | [Your Digital Footprint](https://pod.derby-college.ac.uk/mod/hvp/view.php?id=21614) | [LinkedIn and Professional Networks](https://pod.derby-college.ac.uk/mod/hvp/view.php?id=21557) |
| [College IT Troubleshooting](https://pod.derby-college.ac.uk/mod/hvp/view.php?id=23653&forceview=1) | [Maintaining a Device (Basic Troubleshooting)](https://pod.derby-college.ac.uk/mod/hvp/view.php?id=21616) | [Troubleshooting your Device](https://pod.derby-college.ac.uk/mod/hvp/view.php?id=21559) |
| [Logging In](https://pod.derby-college.ac.uk/mod/hvp/view.php?id=23674&forceview=1) | [Microsoft 365 Applications](https://pod.derby-college.ac.uk/mod/hvp/view.php?id=21618) | [Microsoft 365 Tips and Tricks](https://pod.derby-college.ac.uk/mod/hvp/view.php?id=21569) |
| [Microsoft OneDrive](https://pod.derby-college.ac.uk/mod/hvp/view.php?id=23675&forceview=1) | [Sharing on Microsoft OneDrive and Microsoft Teams](https://pod.derby-college.ac.uk/mod/hvp/view.php?id=21514) | [Collaborative Working](https://pod.derby-college.ac.uk/mod/hvp/view.php?id=22299) |
| [Emailing and Using Microsoft Outlook](https://pod.derby-college.ac.uk/mod/hvp/view.php?id=23678&forceview=1) | [Organising your Inbox](https://pod.derby-college.ac.uk/mod/hvp/view.php?id=21530) | [Creating a Personal Email (Gmail) Account](https://pod.derby-college.ac.uk/mod/hvp/view.php?id=21555) |
| [Microsoft Teams](https://pod.derby-college.ac.uk/mod/hvp/view.php?id=23682&forceview=1) | [Microsoft Teams for Remote Learning](https://pod.derby-college.ac.uk/mod/hvp/view.php?id=21518) | [Google Meet and Zoom](https://pod.derby-college.ac.uk/mod/hvp/view.php?id=21571) |
| [Microsoft Word](https://pod.derby-college.ac.uk/mod/hvp/view.php?id=23683&forceview=1) | [Progressing with Microsoft Word](https://pod.derby-college.ac.uk/mod/hvp/view.php?id=21534) | [Document Basics (Google Docs and Pages)](https://pod.derby-college.ac.uk/mod/hvp/view.php?id=21561) |
| [Using Library e-Resources](https://pod.derby-college.ac.uk/mod/hvp/view.php?id=23684&forceview=1) | [Creating a Digital Portfolio and Submitting Assignments](https://pod.derby-college.ac.uk/mod/hvp/view.php?id=21520) | [Creating and Presenting an Academic Poster](https://pod.derby-college.ac.uk/mod/hvp/view.php?id=21624) |
| [Using the Internet](https://pod.derby-college.ac.uk/mod/hvp/view.php?id=23690&forceview=1) | [Searching the Internet and Using Chatbots](https://pod.derby-college.ac.uk/mod/hvp/view.php?id=21526) | [Internet Search Techniques](https://pod.derby-college.ac.uk/mod/hvp/view.php?id=21579) |
| [Microsoft PowerPoint](https://pod.derby-college.ac.uk/mod/hvp/view.php?id=23691&forceview=1) | [Video Creation in Microsoft PowerPoint](https://pod.derby-college.ac.uk/mod/hvp/view.php?id=21536) | [Presentation Basics (Google Slides, Keynote and Prezzi)](https://pod.derby-college.ac.uk/mod/hvp/view.php?id=21563) |
| [Microsoft Excel](https://pod.derby-college.ac.uk/mod/hvp/view.php?id=23692&forceview=1) | [Progressing with Microsoft Excel](https://pod.derby-college.ac.uk/mod/hvp/view.php?id=21538) | [Spreadsheet Basics (Google Sheets and Numbers)](https://pod.derby-college.ac.uk/mod/hvp/view.php?id=21565) |
| [Microsoft OneNote](https://pod.derby-college.ac.uk/mod/hvp/view.php?id=23693&forceview=1) | [Accessibility Tools](https://pod.derby-college.ac.uk/mod/hvp/view.php?id=21620) | [Using External Applications and Websites](https://pod.derby-college.ac.uk/mod/hvp/view.php?id=21626) |
| [An Introduction to AI](https://pod.derby-college.ac.uk/mod/hvp/view.php?id=24006) | [Using Artificial Intelligence](https://pod.derby-college.ac.uk/mod/hvp/view.php?id=21528) | [Using AI to Prepare for Interviews](https://pod.derby-college.ac.uk/mod/hvp/view.php?id=21575) |
| [CVs, Application Forms and UCAS](https://pod.derby-college.ac.uk/mod/hvp/view.php?id=24007) | [Preparing for Interviews](https://pod.derby-college.ac.uk/mod/hvp/view.php?id=21544) | [Professional Image](https://pod.derby-college.ac.uk/mod/hvp/view.php?id=21567) |
| [Managing Your Money Online](https://pod.derby-college.ac.uk/mod/hvp/view.php?id=24008) | [Digital Tools for Everyday Living](https://pod.derby-college.ac.uk/mod/hvp/view.php?id=21532) | [Social Intelligence and Communication Skills](https://pod.derby-college.ac.uk/mod/hvp/view.php?id=21577) |

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| STUDENT VOICE |

There is no bigger group of people than students in the classroom! Therefore, listening to students is essential.

Student Voice refers to listening to what YOU think and feel during your time in education at DCG. This is not just about the College listening, but also about acting upon, your feedback.

We want to know:

* Positives – what you enjoy and want to do again,
* Improvements – what and how we can change to improve,
* New Ideas – we are always looking for student-led initiatives.

We listen to students through...

* Cross College Surveys
* Focus Groups
* Student Voice Meetings
* And The Student Representative System.

**What is a Student Representative?**

Student Representatives or Student Reps are volunteers representing the opinions and suggestions of the students in their class. Student Reps gather the feedback from their class and pass that information to their Academy Representatives and leaders within the college. This is an outstanding experience to add to your CV, job application, or UCAS form.

**What are Academy Reps?**

This is a senior volunteer role and represents the views of students in the whole Academy, rather than just the class.  Academy reps present feedback from Student Reps in their Academy to the senior leadership team (the people who lead the whole college).

Want to learn more about Student Voice?

* The Student Voice Coordinator will be visiting YOU in tutorial sessions this October.
* Contact Pippa Lucas (She/Her), Student Voice Coordinator, with any questions you may have via the email below.

Email - [studentvoice@derby-college.ac.uk](mailto:studentvoice@derby-college.ac.uk)

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| GLOSSARY OF TECHNICAL TERMS |

Using the following links you will find websites with a glossary of terms you will learn in order to develop your technical, professional and subject specialist vocabulary

<https://www.soundonsound.com/glossary>

[The Ultimate Music Glossary: Music Terms Every Musician Needs To Know (emastered.com)](https://emastered.com/blog/music-terms#:~:text=200%2B%20Music%20Terms%20Every%20Musician%20Should%20Know%201,7%20Acoustics%20...%208%20Adagio%20...%20More%20items)

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| YOUR NEXT STEPS OPPORTUNITIES |

**At any point you could make an appointment to see one of our careers advisers. Your next steps opportunities when you successfully achieve your course could be:**

Course completion with grades

Higher Education studies Freelance business start up Apprenticeship

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| RESOURCES |

The studio spaces have been setup to operate as recording rooms and rehearsal spaces for the various courses that use them. It is the responsibility of everyone to keep them tidy and ready for the next group to use them. If you find that a studio has been left untidy, please report this to staff at the beginning of your session. If you think a piece of equipment is not working correctly, please inform your teacher. If we don’t know that equipment is faulty, we can’t fix it!

Equipment must not be moved between studios unless you have permission and help from staff. This helps us to keep track of where equipment is and to make sure it is moved safely. All of the equipment has a home. If you are unsure on how to pack away a piece of equipment or where it belongs, ask a member of staff to help you.

The equipment must not leave the Music department under any circumstance. If it is found that equipment is in the wrong place, you may have a studio ban and College disciplinary action.

Work safely within the studios! This means no stacking of amps, standing behind doors or turning the speakers up to full volume. If you are found to be using the studios in an unsafe manner, your studio privileges may be suspended until we feel that you can behave sensibly.

**Close-up of a sound board

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**Personal Resources**

For the smooth running of the programme please could you bring to classes your own:

Wired headphones with mini jack connection

Earplugs (see below)

Pencil case bits and pieces such as pens, pencil, rubber, sharpener etc…A4 lined paper

Folder for information and handouts

During the year a memory stick or hard drive would be useful for backing up and moving work

Depending on what you play please bring string instrument with leads and straps, or drum sticks and additional cymbals and double kick pedal if you need it. We have amps, keyboards and drum kits in the studios for you to use.

**Protecting Your Hearing and Health and Safety at DCG**

There are almost 9 million people suffering from hearing loss in the UK and when hearing damage happens it is irreversible. We therefore cannot take our hearing for granted and need to protect it.

In a study on our music department, it was recommended that rehearsals on new songs could be played at a quieter level and earplugs could be used. In the past we have provided foam earplugs but molded earplugs are of course much better because they will fit your ears more snugly to cut down frequencies.

You **must** wear earplugs for your performance and live sound classes **or you will not be able to participate.** They can be bought online, either spongy temporary ones or for a little more money a more sturdy pair, which could last you the whole course if you look after them. Specialist molded ones can be bought at places like Boots and Spec Savers and these will vary in price and can be over £200. ACS are a company who specialise in hearing protection. They make the specialised hearing proection for the larger companies, however they also sell good quality affordable earplugs.

[ACS Hearing Protection](https://www.acscustom.com/uk/products/hearing-protection/universal-fit)

The same make can be bought from Amazon. Earplugs will take getting used to and you will need to practice speaking and rehearsing with them in.

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| NOTES |

**KEY EXPECTATIONS**

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| NOTES |