

2023 FACT SHEET



DIPLOMA IN RADIO AND TELEVISION PRODUCTION

ABOUT THE INSTITUTION

Boston Media House (Pty) Ltd Reg. No. 2002/026252/07 (Boston) is accredited by the Higher Education Quality Committee (HEQC) of the Council on Higher Education (CHE). Boston is registered with the Department of Higher Education and Training (DHET), as a private higher education institution, No. 2008/HE07/007, until 31 December 2023, in terms of Section 54(1)(c) of the Higher Education Act, 2016 (Act No. 09 of 2016), and Regulation 14(4)(a) of the Regulations for the Registration of Private Higher Education Institutions, 2016.

BRITISH ACCREDITATION COUNCIL (BAC) ACCREDITATION

Boston Media House is accredited by the British Accreditation Council for Independent Further and Higher Education as an Independent Higher Education Institution.

BAC was established by the UK's Department of Education and the British Council in 1984 to oversee independent further and higher education in the UK. They are a registered charity and a not for profit organisation. The BAC is a full member of the European Association for Quality Assurance in Higher Education (ENQA) and the International Network for Quality Assurance Agencies in Higher Education (INQAAHE) and externally assessed on their organisation's standards and processes.

Qualification

- **Diploma in Radio and Television Production**
- Qualification Code: HDIPRTP¹
- **Dip. (Radio and Television Production)**
- SAQA ID 111133, NQF (HEQSF) Level 6, Minimum Subject Credits 384, plus 5 Due Performance (DP) Credits at NQF Level 4
- Site of Delivery: Sandton



What is the Purpose of the Qualification?

The *Diploma in Radio and Television Production* inducts students into the field of commercial Radio and Television production and management. The media continues to play a vital role in the fabric of all societies, particularly in an increasingly globalised and super-complex world. The Radio and Television fields cover a broad range of theoretical and practical knowledge and skillsets.

This programme develops and produces industry specialists in Radio and Television who can respond creatively and strategically to the dynamic demands of the industry and manage the technical and procedural processes accordingly.

What are the Programme Outcomes?

On completion of the programme, graduates will have the necessary knowledge and practical skills required to:

- Demonstrate creative metacognition comprising adequate self-knowledge (awareness of their own creative strengths and limitation), and appropriate contextual knowledge and relevance (sensitivity to when, where, why and how to be creative).
- Demonstrate the theoretical, technical and practical knowledge to enter the world of work in the radio industry.
- Demonstrate the theoretical, technical and practical knowledge to enter the world of work in the television industry.
- Demonstrate an understanding of the fundamental principles of project management and demonstrate mastery of a specific project management software application for the purpose of creating, monitoring and evaluating media projects.
- Demonstrate a clear understanding of the media operations environment as it applies to international media environments, including a tacit knowledge of media globalization and its influence on media (in a global context).
- Demonstrate a fundamental understanding of the South African legal system, particularly pertaining to media regulations.
- Demonstrate an ability to operate in a work-based placement and show the ability to de-construct and evaluate both the inter-personal and the practical/technical work contexts of radio and television production according to pre-determined performance appraisal criteria.
- Demonstrate mastery of the requisite literacy skills to facilitate progression through the learning programme and ultimately, into the workplace. This mastery might include fluent and appropriate engagement in context.

- Demonstrate an understanding of the fundamental tools and techniques of journalism and their application to a range of settings, both familiar and unfamiliar. Learners should demonstrate that they are able to engage critically and analytically with the world.
- Demonstrate both conceptual and practical competence in the fundamental skills of sub-editing, particularly accuracy and attention to detail. Learners should also demonstrate sound knowledge of the relevant tools, techniques and technologies relevant to the field of editing, and be able to apply the principles and elements of sub-editing to different contexts in the world of media work.
- Demonstrate an understanding of the principles, concepts and processes of digital marketing and are able to integrate their knowledge in the production of a rudimentary digital content and marketing strategy. Learners should demonstrate consolidated understanding of the use of social media, digital marketing platforms, content formats and strategies in the production and dissemination of marketing content.
- Demonstrate a theoretical and practical understanding of the fundamental principles and techniques involved in the artistic and technical control of sound as well as the ability to apply their knowledge and skills to a range of contexts in the fields of radio and television production.

Minimum Entry Requirements

A minimum requirement for admission into the diploma is a:

- National Senior Certificate (NSC), with English as one of the subjects passed and with endorsement for admission to Diploma study; or
- National Certificate (Vocational) (NC(V)), with English as one of the subjects passed and with endorsement for admission to Diploma study; or
- Prior to 2009, Senior Certificate with English as one of the subjects passed.

Alternative Entry Requirements

A number of higher education qualifications may meet the requirements for admission or advance placement into the diploma:

- Certificate programme, NQF Level 5 (OQSF/HEQSF), minimum Credits 120; or
- Diploma programme, NQF Level 5 (OQSF), minimum credits 240; or
- Higher Certificate, NQF (HEQSF) Level 5, minimum Credits 120; or
- Advanced Certificate, NQF (HEQSF) Level 6, minimum Credits 120; or
- Diploma, NQF (HEQSF) Level 6, minimum Credits 240 or 360; or
- Equivalent qualification from an international higher education institution, see section on International Applicants below.

International Applicants

International students who want to enrol for Higher Education studies and who do not hold a South African school leaving certificate must present a Grade 12 equivalence verification with endorsement for admission to Diploma study.

Students who have qualifications from international higher education institutions must present an equivalence certificate from the South African Qualifications Authority (SAQA) which can be contacted on +27 (0)12 431 5000 or visit <http://www.saqa.org.za/>. All enquiries related to the evaluation of international qualifications are to be referred to the Contact Centre using the contact details: +27 (0)12 431 5070 or apply online at <https://www.saqa.org.za/evaluation-foreign-qualifications>

Also, international applicants may be required to provide proof of proficiency in English (TOEFL score of 550, or IELTS overall band score of 6.0.) prior to admission to the qualification.

Applying to Transfer-in Credits (CAT)

Credit Accumulation and Transfer (CAT) refers to the arrangement whereby the diverse features of both credit accumulations and credit transfer are combined to facilitate lifelong learning and access to the workplace. The recognition of credits for the purposes of transfer from one qualification to another is determined by the nature of the qualifications, the relationship between them, the nature, complexity, and extent of the curricula associated with the specific subjects to be recognised for exemption and/or inclusion, and the nature of the assessment used. Any and all credits for an incomplete qualification may be recognised by the same or a different institution as meeting part of the requirements for a different qualification; or may be recognised by a different institution as meeting part of the requirements for the same qualification. A maximum of 50% of the credits of a completed qualification may be transferred to another qualification. Credits obtained from studies that do not lead to a full qualification (for example, non-degree studies) could count for credit accumulation.*

*CHE. 2016. Recognition of Prior Learning, Credit Accumulation and Transfer, and Assessment

Boston allows students with completed credits from other Boston programmes to accumulate those and also allows students with completed credits from recognised higher education institutions to apply for credit transfers. Credit accumulations and transfers will only be considered if accompanied by full academic records with a statement of satisfactory or good conduct. Students interested in applying will be considered individually by the Registrar.

Recognition of Prior Learning (RPL) Applicants

Recognition of Prior Learning (RPL) refers to the principles and processes through which the prior knowledge and skills of a person are made visible, mediated and rigorously assessed and moderated for the purposes of alternative access and admission, recognition and certification, or further learning and development. RPL may be used to grant access to a qualification programme, or advanced placement/exemption from modules. Exemption from modules does not translate to credits awarded and are limited to no more than 50% of the modules. No more than 10% of a cohort of students in a higher education programme are admitted through RPL.*

* CHE. 2016. Recognition of Prior Learning, Credit Accumulation and Transfer, and Assessment.

Boston admits a small number of students through Recognition of Prior Learning (RPL). Applicants interested in applying through RPL will be considered individually by the Registrar.

What is the language of teaching and learning?

English is the language of communication, instruction and assessment.

What is the mode of delivery?

This programme is accredited in the contact mode of delivery. Programmes are accredited in the contact mode of delivery, which is a mode of delivery characterised by face-to-face lectures with additional independent learning taking place in completing reading, projects and preparations for assessments. Note as per CHE Communiqué 5 of 2022: extension of the concession to institutions to continue offering programmes accredited for the contact mode to be offered in the distance/blended mode for the 2023 academic year.

Teaching and Learning

Lectures consist of contact and/or online-mediated teaching and learning. Certain modules in the programme are presented in various combinations of online lectures (study anytime, anywhere – asynchronous) and lectures at pre-determined times (synchronous), please consult the timetable the week prior to commencement. Certain course material, notes and assessments will only be accessible online. Students are required to submit assessments online, and access the online teaching and learning contents for the specific online-mediated module/s via the Learning Management System (LMS), COL Campus. Students should have access to a computer and the internet. COL Campus is accessible online and/or at the campus. Students can access the internet in the library, and Wi-Fi is available on campus. It is imperative that students regularly access the Learning Management System (LMS) for

support, interaction with Academic Managers and lectures, and updates to schedules from administrators.

What is the Duration of Full-time Study?

Based on the credits and notional hours of this qualification, the minimum duration is six (6) semesters over a period of three (3) years, and the maximum duration is six (6) years.

What is the Curriculum and Fee?

The *Diploma in Radio and Television Production* consists of three hundred and eighty-four (384) compulsory and elective credits; and five (5) due performance (DP) credits. For more information, see the curriculum table, module fee and Catalogue Description of each module.

Prescribed textbooks are included in the fees.

Boston Media House invests in their students and the media industry as part of the Invest in SA Subsidy

The pandemic has had a major impact on students' finances for several key reasons: an overall reduction in income, increased worries about employability after graduation, and students still paying tuition fees. At Boston Media House, we have witnessed students who have grit, who despite the odds stacked against them, have somehow managed to push through and graduate. We have also observed students who have all the ingredients for success. The passion is there. The will to achieve is there. But for one seemingly insurmountable obstacle – finances – these students will not see the finish line.

In addition, Covid-19 and the related lockdowns have upended many industries, and the media industry's core disciplines (creative, production, technical, business operations) have not been immune. At Boston Media House, we want to help, in the way we're best able to – by adding to the pool of skills available to the core disciplines of the media industry. This means producing more creative, production, technical, and business operations graduates, educated to our high standards.

And, so, in the spirit of Ubuntu, Boston Media House is committing itself to invest in the future of South Africa by partnering, financially, with prospective and current students. This investment will mean that prospective and current students enrolling in any of our sought-after higher education qualifications taught by lecturers who have many years of experience in their fields on offer at Boston Media House will get a chance to pursue their dreams and take

ownership of their futures. Boston Media House will invest a percentage of the fees for our higher education qualifications – Diploma in Media Practices, Diploma in Radio and Television Production, BA in Broadcast Journalism - and students will be required to contribute the remaining fees (with flexible payment options). Thus, a subsidy of up to 25% is realised for new and returning students. Please enquire at our Sandton, Pretoria or Durban campuses.

South Africa's future is too important not to make this investment. The rewards for students and society are incalculable. Overcoming the obstacle that the lack of finances often poses for students pursuing higher education, so the research has shown, makes a significant impact on the psycho-social well-being of students and this has a positive effect on the successful completion of one's studies. In turn, the impact on the broader society is also noticeable. Graduates who find employment not only contribute to the economy, they become billboards for the transformative power of education.

For students who want to turn their creative, production, technical, or media business operations passion into a career, it means that Boston Media House is investing in them! And we know that in time, these students will give back to South Africa, by applying their knowledge to the media industry, which is so close to our hearts. At Boston Media House, we believe that our investment in students with an NSC (Higher Certificate or Diploma or Degree endorsement) applying for any of our higher education qualifications – Diploma in Media Practices, Diploma in Radio and Television Production, BA in Broadcast Journalism – will get students to the starting line where we know they will show their grit and reach their dreams and make an impact on South Africa.

Boston Media House. Investing in South Africa. Investing in You.

For more information, please visit www.bostonmediahouse.ac.za or contact the branch to find out the percentage you save on your fees as part of the Invest in SA Subsidy.

How many modules can I take each semester?

Minimum is one (1) module per semester; this will ensure students remain academically active. The maximum number of modules you can take in any one semester is dependent on the number of credits per module. It is not recommended for students to take in excess of seventy (70) credits per semester. For the number of credits per module see curriculum above.

- **Lectures for Semester 1 commence on 20 February 2023.**
- **Lectures for Semester 2 commence on 31 July 2023.**

See the tables appended for the 2023 Academic Calendar.

What do I require to Pass a Module?

Students will need an aggregate mark of fifty percent (50%) to pass a module. The pass mark for the computer modules is 75%.

How is the Overall Mark Calculated?

The aggregate (overall) mark will be calculated from the student's performance on formative and summative assessments. Please refer to the subject outline for the assessment strategy.

Where do I complete my Assessments?

Assessments are submitted online on the Learner Management System, COL Campus; or students are required to complete their assessments at the campus where they are registered. Assessment submission instructions are published in the assessment brief.

DP = Due Performance

*Prescribed textbooks are included in the fees

Curriculum – Year 1									
Compulsory / Elective	Module	Code	NQF Level	Credits	Semester / Year	2023 mode of delivery Contact / Blended ¹	Prerequisite	2023 Module Fees (Cash Fees before Invest in SA Subsidy)	2023 Module Fees (Cash Fees after Invest in SA Subsidy for full registrations, CAT/RPL)
Compulsory	Academic Literacy	HRTAL131_1	5	16	Semester	Blended		R 7 829.00	Visit a BMH branch for detailed information
Compulsory	Commercial Radio Practice 1	HRTCR121_1	5	15	Semester	Blended		R 6 930.00	
Compulsory	Commercial Television Practice 1	HRTCT121_1	5	15	Semester	Blended		R 6 930.00	
Compulsory	Digital Media Convergence	HRTDM121_1	5	16	Semester	Blended		R 7 515.00	
Compulsory	Journalism 1	HRTJR131_1	5	15	Semester	Blended		R 7 025.00	
Compulsory	Radio Broadcasting Practice 1	HRTRB121_1	5	15	Semester	Blended		R 7 025.00	
Compulsory	Sound Engineering	HRTSE121_1	5	25	Year	Blended		R 12 233.00	
Compulsory	Television Production Practice 1	HRTTP121_1	5	15	Semester	Blended		R 7 025.00	
Compulsory	Computer Skills (MS Excel, MS PowerPoint, MS Windows, MS Word)	HMEX133_1 HMPP133_1 HMSW133_1 HMWD133_1	4	DP (5)	Semester Semester Semester Semester	Blended		R 2 312.00	
Total Module Fees								R 64 824.00	R 47 350.00
Annual Registration Fee								R 1000.00	R 1000.00
Total Tuition Fees								R 65 824.00	R 48 350.00
Total Credits – Year 1: 132 +DP (5)									

¹ Note as per CHE Communiqué 5 of 2022: extension of the concession to institutions to continue offering programmes accredited for the contact mode to be offered in the distance/blended mode for the 2023 academic year.

Curriculum – Year 2

Compulsory / Elective	Module	Code	NQF Level	Credits	Semester / Year	2023 mode of delivery Contact / Blended ¹	Prerequisite	2023 Module Fees (Cash Fees before Invest in SA Subsidy)	2023 Module Fees (Cash Fees after Invest in SA Subsidy for full registrations, CAT/RPL)
Compulsory	Commercial Radio Practice 2	HRTCR221_1	5	20	Year	Blended	HRTCR121_1	R 9 240.00	Visit a BMH branch for detailed information
Compulsory	Commercial Television Practice 2	HRTCT221_1	5	20	Year	Blended	HRTCT121_1	R 9 240.00	
Compulsory	Journalism 2	HRTJR231_1	5	20	Year	Blended	HRTJR131_1	R 9 240.00	
Compulsory	Professional Skills 1	HRTPR221_1	5	20	Semester	Blended		R 9 240.00	
Compulsory	Radio Broadcasting Practice 2	HRTRB221_1	5	15	Year	Blended	HRTRB121_1	R 6 930.00	
Compulsory	Sub-Editing	HRTSU231_1	6	15	Semester	Blended		R 6 930.00	
Compulsory	Television Production Practice 2	HRTTP221_1	5	15	Year	Blended	HRTTP121_1	R 6 930.00	
Total Module Fees								R 57 750.00	R 42 158.00
Annual Registration Fee								R 1 000.00	R 1 000.00
Total Tuition Fees								R 58 750.00	R 43 158.00

Total Credits – Year 2: 125

Curriculum – Year 3

Stream	Compulsory / Elective	Module	Code	NQF Level	Credits	Semester / Year	2023 mode of delivery Contact / Blended ¹	Prerequisite	2023 Module Fees (Cash Fees before Invest in SA Subsidy)	2023 Module Fees (Cash Fees after Invest in SA Subsidy for full registrations, CAT/RPL)		
Radio Elective	Compulsory	Commercial Radio Practice 3	HRTCR321_1	6	30	Year	Blended	HRTCR221_1	R 13 860.00	Visit a BMH branch for detailed information		
	Compulsory	Media & Globalisation	HRTMG331_1	6	15	Semester	Blended		R 6 930.00			
	Compulsory	Media Law	HRTML331_1	6	10	Semester	Blended		R 4 620.00			
	Compulsory	Professional Skills 2	HRTPS321_1	5	20	Semester	Blended	HRTPR221_1	R 9 240.00			
	Compulsory	Project Management	HRTPM331_1	6	12	Semester	Blended		R 5 544.00			
	Compulsory	Radio Broadcasting Practice 3	HRTRB321_1	6	40	Year	Blended	HRTRB221_1	R 18 480.00			
	Total Module Fees										R 58 674.00	R 42 832.00
	Annual Registration Fee										R 1 000.00	R 1 000.00
Total Tuition Fees									R 59 674.00	R 43 832.00		
Television Elective	Compulsory	Commercial Television Practice 3	HRTCT321_1	6	30	Year	Blended	HRTCT221_1	R13 860.00	Visit a BMH branch for detailed information		
	Compulsory	Media & Globalisation	HRTMG331_1	6	15	Semester	Blended		R6 930.00			
	Compulsory	Media Law	HRTML331_1	6	10	Semester	Blended		R4 620.00			
	Compulsory	Professional Skills 2	HRTPS321_1	5	20	Semester	Blended	HRTPR221_1	R9 240.00			
	Compulsory	Project Management	HRTPM331_1	6	12	Semester	Blended		R5 544.00			
	Compulsory	Television Production Practice 3	HRTTP321_1	6	40	Year	Blended	HRTTP221_1	R18 480.00			
	Total Module Fees										R 58 674.00	R 42 832.00
	Annual Registration Fee										R 1 000.00	R 1 000.00
Total Tuition Fees									R 59 674.00	R 43 832.00		

Total Credits – Year 3: 127

TOTAL CREDITS: 384 + 5 DUE PERFORMANCE

Catalogue Descriptions

Module name: Academic Literacy

Module code: HRTAL131_1

NQF Level: 5 Credits: 16

Academic Literacy requires the student to develop excellent reading, writing, research and communication skills. These skills develop speedy and efficient reading, grammatically and structurally correct writing, and effective and comprehensible verbal and non-verbal communication. During class time, the student develops an excellent understanding of the theories that underpin reading, writing, communication, study skills and mathematics. The student is given ample opportunity to practice these skills so that they become ingrained to the extent that they use them in all their learning modules and, eventually, in the workplace. They are also required to practice these skills independently and in collaboration with their classmates through a variety of activities including the completion of worksheets, secondary research and essays.

Module name: Commercial Radio Practice 1

Module code: HRTCR121_1

NQF Level: 5 Credits: 15

Commercial Radio Practices incorporates the knowledge, competencies and skills required to enter the world of work in the commercial radio industry. The central theme is a theoretical and practical application of the commercial radio landscape and commercial station management. Part one of this module focuses on the basics of commercial radio. This module includes an introduction to the commercial radio and audio landscape in South Africa and worldwide; students are introduced to commercial content, commercial airtime, buying, selling and executing airtime.

Module name: Commercial Television Practice 1

Module code: HRTCT121_1

NQF Level: 5 Credits: 15

Students are introduced to the inner workings of the television studio environment. The first years are tasked with conceptualising a DIY (Do it Yourself) insert to be planned, shot and delivered according to spec using only the basic studio Black Magic and ATEM integrated systems.

Module name: Digital Media Convergence

Module code: HRTDM121_1

NQF Level: 5 Credits: 16

The purpose of this module is to give students theoretical and practical insights into the changes in the digital landscape in South Africa and internationally. The module ensures that students are equipped as digital citizens and can navigate and understand media convergence and its impact on journalism, radio and television. Understanding Digital Media Convergence gives students an advantage as they develop foundational digital knowledge to build industry insights.

Module name: Journalism 1

Module code: HRTJR131_1

NQF Level: 5 Credits: 15

Students are taught the fundamental principles of journalism, such as news values, the most important information to use in a news article introduction, interviewing, structuring an article introduction, the inverted pyramid structure of news writing, and ethics in journalism.

Module name: Radio Broadcasting Practice 1

Module code: HRTRB121_1

NQF Level: 5 Credits: 15

After completing Radio Broadcasting Practices, students have a detailed theoretical knowledge base and have the skills needed to apply these to the world of work, a radio station or an audio content creation business. Radio Broadcasting Practices focusses on understanding and having theoretical knowledge of the craft and then involves the practical application of this knowledge.

Part one of the module exposes students to the basics of radio. This module includes an introduction to the radio and audio landscape in South Africa and worldwide. In addition, an introduction to what it means to be a radio professional and the skills and disciplines students need to become a radio professional. Finally, this module introduces the radio product in all its facets, something we call radio programming. Students begin to start creating radio content towards the end of the module.

Module name: Sound Engineering

Module code: HRTSE121_1

NQF Level: 5 Credits: 25

The Sound Engineering module builds critical knowledge and practical application over two semesters. This module will allow students to embody the core theoretical principles and

practical applications of Sound Engineering as a profession. In addition, students will acquire the basic skills needed to record audio in a recording studio or in the field and manipulate audio in a post-production environment to create professional media products. Semester 1 of this module enables students to develop a theoretical understanding and practical application of the fundamentals of Sound Engineering that, includes the fundamental properties of sound; the recording process; the selection and setup of microphones; the process and role of sound in film production; audio production and editing. In addition, students will actively engage on an analytical level with the learning content through topics such as session management and planning, studio use, signal flow, microphone and recording techniques, mixing, production and on-set recording.

Semester 2 will home in on the practical application of the Sound Engineering principles within the professional fields of Radio Broadcasting and Television Production. The balance between technical proficiency and creative application of the fundamentals of Sound Engineering will be explored. Students will learn how to effectively use standard audio manipulation devices ('signal processors') to enhance and master audio to a professional standard. Intensive and extensive practical sessions will provide opportunities to practice all the theory they have learnt and give new insights into Sound Engineering techniques and practices through promoting investigative, 'Problem Based' learning and research.

Module name: Television Production Practice 1

Module code: HRTTP121_1

NQF Level: 5 Credits: 15

Students are introduced to the inner workings of the television studio environment. First year students focus on two production phases aimed at the breaking news format. Pre-production and planning include the drawing of a floorplan and the writing of a Two Column AV (Audio Visual) Script, and the production phase focuses on camera composition, sound recording and field reporting technique.

Module name: MS Excel

Module code: HMEX133_1

NQF Level: 4 Credits: 1.25 Due Performance

In MS Excel, students must demonstrate that they can:

Understand and use the features in a spreadsheet application; create and use workbooks; format elements in a spreadsheet; apply formulas and functions; apply application features; configure page setup and print worksheets; create charts, and create objects and shapes. In the world-of-work, the knowledge and skills acquired during this module prepare the student to produce, edit and format professional Microsoft Excel workbooks and worksheets.

Module name: MS PowerPoint
Module code: HMPP133_1
NQF Level: 4 Credits: 1.25 Due Performance

In MS PowerPoint, students must demonstrate that they can:

Identify and use the basic features in Microsoft PowerPoint; edit presentation slides; enter and edit text; insert and edit objects and shapes; customise a presentation; finalise and distribute presentations; deliver an electronic presentation, and manage presentation files. In the world-of-work, the knowledge and skills acquired during this module prepare the student to produce, edit and format professional Microsoft PowerPoint electronic presentations.

Module name: MS Windows
Module code: HMSW133_1
NQF Level: 4 Credits: 1.25 Due Performance

In MS Windows, students must demonstrate that they can:

Identify and use the basic features of Microsoft Windows; change the appearance of Microsoft Windows; create folders and manage files; use Windows built-in tools; use Windows built-in accessories; and use Windows multimedia capabilities. In the world-of-work, the knowledge and skills acquired during this module prepare the student to utilise the features and functions of the Microsoft Windows Operating System.

Module name: MS Word
Module code: HMWD133_1
NQF Level: 4 Credits: 1.25 Due Performance

In MS Word, students must identify and use the basic features of MS Word; apply the application formatting features to a document; organise the content of a document; finalise documents for distribution; apply features in the application to enhance the appearance of a document; insert, edit and update tables in a document; apply the special features available in the application; insert and edit objects in a document, and use the mail merge feature in the application software. In the world-of-work, the knowledge and skills acquired during this module prepare the student to produce, edit and format professional MS Word documents.

Module name: Commercial Radio Practice 2
Module code: HRTCR221_1
NQF Level: 5 Credits: 20

Commercial Radio Practices incorporates the knowledge, competencies and skills required to enter the world of work in the commercial radio industry. The central theme is a theoretical and practical application of the commercial radio landscape and commercial station

management. Part two of this module starts by looking at commercial radio as a unique medium, then looks at commercial personality radio and what makes a great commercial radio morning show. Students will then learn about performance and formatics and how to work with commercial radio talent. Also learning practical ways of “how to” prepare and create a commercial radio show and create a commercially fit online presence. Students are introduced to the practical world of non-traditional revenue in commercial radio: promotions, promoting, and Cume builders.

Module name: Commercial Television Practice 2

Module code: HRTCT221_1

NQF Level: 5 Credits: 20

Students are further inducted into the inner workings of the television studio environment. This includes deeper exposure to the integrated Black Magic and ATEM systems. The art of pitching, producing and delivering a magazine lifestyle insert takes shape throughout the second year, when students are introduced to the role and function of the studio director, vision mixer and floor manager.

Module name: Journalism 2

Module code: HRTJR231_1

NQF Level: 5 Credits: 20

Students learn how to write feature stories and use different structures in writing, discuss theoretical aspects of journalism such as journalistic ethics, and the role and function of the media in society. They also learn about publicity writing, brand journalism, in-house magazines and have opportunities for practical application of how to write in different genres.

Module name: Professional Skills 1

Module code: HRTPR221_1

NQF Level: 5 Credits: 20

Professional Skills 1 is dynamic and interactive and requires a student to develop excellent written, communication and behavioural skills and abilities that are coherent, competent and consistent with accepted business practice. The student develops written, verbal and non-verbal business English skills which can enable competent expression of themselves both in the classroom and, eventually, in the workplace. The student spends time during lectures and independently, practising these skills under the guidance of the lecturer and collaboratively with their peers. Time is spent acquiring and internalising all the interpersonal skills required to forge successful professional relationships.

Module name: Radio Broadcasting Practice 2

Module code: HRTRB221_1

NQF Level: 5 Credits: 15

After completing Radio Broadcasting Practices, students have a detailed theoretical knowledge base and have the skills needed to apply these to the world of work, a radio station or an audio content creation business. Radio Broadcasting Practices focusses on understanding and having theoretical knowledge of the craft and then involves the practical application of this knowledge.

Part two of this module starts with understanding the audience in a module called: researching the audience. The module then moves on to understanding the radio technologies that make broadcasting possible. Students also start creating new and exciting audio and radio content. This module focuses on voice and performance, and includes interviews, storytelling, outside broadcasts, talk and specialty programming. Students are taught to compile music, news, sport, traffic and weather. And read the news, sport, traffic and weather.

Module name: Sub-Editing

Module code: HRTSU231_1

NQF Level: 6 Credits: 15

Students are taught the value of meticulous attention to detail in the skill of sub-editing written language: grammar, spelling, punctuation and syntax. Students are also taught to create effective and strong headlines and captions. They also learn about SEO techniques, fact-checking and legal and ethical concerns related to the field of sub-editing.

Module name: Television Production Practice 2

Module code: HRTTP221_1

NQF Level: 5 Credits: 15

Students are introduced to the inner workings of the television studio environment with the focus set squarely on directing, vision mixing, multi-camera operation three-point lighting and floor managing. Second year students are not only assessed on each studio role but also their understanding of each role within the integrated studio environment.

Module name: Commercial Radio Practice 3

Module code: HRTCR321_1

NQF Level: 6 Credits: 30

Commercial Radio Practices incorporates the knowledge, competencies and skills required to enter the world of work in the commercial radio industry. The central theme is a theoretical and practical application of the commercial radio landscape and commercial station

management. Part three focuses on the management of commercial radio. Students will focus on management topics related to a commercial radio station, namely, advanced research practices, radio as a brand, programming content, music programming, commercial station management and production.

Module name: Commercial Television Practice 3

Module code: HRTCT321_1

NQF Level: 6 Credits: 30

In Commercial Television Practice 3, students' knowledge of the integrated studio system will be strengthened through gaining knowledge and the practical opportunity to expand their skill set regarding production, including colour grading and image keying. Students in their final year in the Diploma in Radio and Television Production will be guided and mentored into producing thought-provoking and high-quality audio and visual material for broadcasting purposes within a commercially viable space and industry.

Module name: Media & Globalisation

Module code: HRTMG331_1

NQF Level: 6 Credits: 15

The purpose of this module is to allow students to express their understanding of media communications through the development of the ability to critically discuss, analyse and apply seminal theories to the South African and global media operations environment. Students develop a fundamental understanding of a body of theory and its significance to both media practices in the industry and further academic research. This is achieved through the development of a "sociological imagination", which is the linkage between media, society and culture.

Module name: Media Law

Module code: HRTML331_1

NQF Level: 6 Credits: 10

This module aims to introduce students to freedom of speech as the cornerstone of media law and other constitutional values. These common-law and statutory principles impact the press, broadcasting, telecommunications, and other forms of media. The module also enhances students' knowledge of the South African legal structure, censorship, South African court proceedings, copyright, and social media communications.

Module name: Professional Skills 2

Module code: HRTPS321_1

NQF Level: 5 Credits: 20

Professional Skills 2 includes an 80-hour work-integrated learning component. Professional Skills 2 aims to introduce students to essential business and professional communication topics with a specific focus on résumés, interviews, and negotiation, getting to know your diverse workplace, interpersonal communication at work, strengthening teams and conducting meetings, technology in the workplace, and how to establish and maintain a work-life balance.

Module name: Project Management

Module code: HRTPM331_1

NQF Level: 6 Credits: 12

In the Project Management module, the student is exposed to all the underlying principles and concepts associated with Project Management. The students find themselves starting to think in terms of projects. For example, doing research for, drafting and finalising an assignment is a project. The student understands the constraints applicable to projects and starts to be creative in applying different scenarios (using the software) to find the best solution to meet project stakeholder needs. The student learns that they cannot operate as a broadcast media professional without running their projects efficiently. Students learning and applying project management skills enhances their interpersonal, team and customer service skills, and ultimately helps unlock their management and leadership potential.

Module name: Radio Broadcasting Practice 3

Module code: HRTRB321_1

NQF Level: 6 Credits: 40

After completing Radio Broadcasting Practices, students have a detailed theoretical knowledge base and have the skills needed to apply these to the world of work, a radio station or an audio content creation business. Radio Broadcasting Practices focusses on understanding and having theoretical knowledge of the craft and then involves the practical application of this knowledge. In the third year of Radio Broadcasting Practices, students spend the year setting up and running their own 'mock' radio stations. They are tasked to research their target market and begin to craft and then create a radio product for their audience.

Module name: Television Production Practice 3

Module code: HRTTP321_1

NQF Level: 6 Credits: 40

In their final year of television production practice, students are introduced to more advanced skill sets within the integrated studio system. These skills include colour grading and image keying as part of the production and post-production phases. A deeper understanding of key studio roles, including technical director, vision mixer, floor manager, and studio producer, is also further envisioned through theory and practical implementation.

Can I further my studies when I graduate?

The qualification is registered at NQF (HEQSF) Level 6 and will provide for articulation options into NQF (HEQSF) Level 6 and 7 qualifications. Graduates may proceed to Advanced Diplomas or Bachelor's degrees in a variety of disciplines at public universities, private or international higher education institutions. In order to gain entry into these programmes students will have to meet the admission and selection criteria of the receiving institution.

Students may also apply for admission with advanced placement in the *Bachelor of Arts in Broadcast Journalism* offered at our Sandton campus.

Certification

Upon successful completion of the qualification, students will receive the *Diploma in Radio and Television Production* (SAQA ID 111133), NQF (HEQSF) Level 6 (Minimum Subject Credits 384, plus 5 Due Performance (DP) Credits at NQF Level 4) from Boston Media House.

International Recognition

This qualification is accredited by the Council on Higher Education (CHE), is registered on the NQF (HEQSF) by the South African Qualifications Authority (SAQA) and the institution is registered by the Department of Higher Education and Training (DHET) as a Private Higher Education Institution (PHEI) to offer the qualification.

The DHET is a department of National Government, and both the CHE and SAQA are statutory bodies, as such these entities are recognised globally. Therefore, the qualifications/institutions that are accredited/licensed by them are accepted/recognised throughout the world by other government departments and by their respective agencies such as World Educational Services (WES) and other prominent authorities for purposes of equivalence/articulation i.e. employment/labour certification or further studies.

This is a quid pro quo arrangement amongst United Nations Member States; as the DHET, CHE and SAQA similarly recognises other nation/states' qualifications/institutions for equivalence/transferring to South Africa i.e. a United Kingdom or Zambian Bachelor of Arts awarded by a public university or private degree granting college which is accredited/licensed in accordance with the United Kingdom or Zambian legislative and statutory requirements, will be equivalated/recognised as such in South Africa.

Similarly, the SADC Protocol on Education and Training, which is a legal framework for regional cooperation, provides for the recognition of the equality of all Member States. It must

be noted that qualifications will be recognised and that curricula specific evaluations may lead to additional requirements for students to meet in order to gain entry into international programmes or professions, which is the prerogative of the receiving institution/body.

For more information pertaining to direct international linkages/relationships, visit the websites of the DHET, CHE, SAQA, CHEA and WES.

How do I Apply?

Apply only for admission to study at Boston Media House. Visit the website www.bostonmediahouse.ac.za and follow the links provided. Complete the online application form and upload all the necessary supporting documentation.

When can I apply and how much are the Application Fees?

Applications are open all year round. There are no application fees payable.

- **The closing date for first-year applications for Semester 1 is at 17h00 on 17 February 2023.**
- **The closing date for first-year applications for Semester 2 is at 17h00 on 28 July 2023.**

What do I do if I am accepted?

When you are accepted, you will receive a registration link to register online. The registration process will require a number of documents from you to complete the registration. Please make sure you have the following available before starting the registration process.

Degrees, Diplomas and Higher Certificates

- If you are a new student wanting to register for a Higher Education qualification, you must have applied first and have your reference number for your accepted application. Please note that the acceptance must be a full acceptance and not a provisional acceptance.
- If you did not provide documents during your previous application, you will be prompted for them during this process. Incomplete or incorrect documents will result in your registration not being completed.

Short Learning Access Programme / Short Learning Programmes / Short Course

- If you are registering for a short learning access programme / short learning programme / short course, your application number will speed the process along, but is not required.
- If you did not provide documents during your previous application, you will be prompted for them during this process. Incomplete or incorrect documents will result in your registration not being completed.

Finalising your registration

- To finalise your registration, you will be required to pay your deposit online.
- Please make sure you have the account payer's details, banking information and approval to proceed.
- If you elect not to pay instantly, the branch will contact you to arrange for your preferred payment method before your registration is finalised.

Email

- You must have a valid email address and mobile phone number. If you do not have an email address, you can sign up for one using [Google Gmail](#) or [Microsoft Outlook](#)
- **The closing date for all registrations for Semester 1 is at 13h00 on 18 February 2023.**
- **The closing date for all registrations for Semester 2 is at 13h00 on 29 July 2023.**

Academic Calendar

SEMESTER 1:

2023 SEMESTER 1: FULL-TIME	Month	Week - start date	Week - end date	Academic Week	Important dates
	February	20	24	1	
	February	27	03	2	27 - FA1 Brief Issued
	March	06	10	3	
	March	13	17	4	
	March	20	24	5	
	March	27	31	6	
	April	03	07	7	03 - SA 1 / FA 2 Brief Issued
	April	10	14	8	FA1 Submission Week (Due Sat 15) NO LECTURES
	April	17	21	9	
	April	24	28	10	
	May	01	05	11	
	May	08	12	12	08 - FA 1 Results Release & Results Appeal Open 08 - FA 1 Suppl Brief Issued 12 - FA 1 Results Appeal Close
	May	15	19	13	17 - FA 1 Results Appeal Release
	May	22	26	14	FA 1 Suppl Submission Week (Due Fri 26)
	May	29	02	15	
	June	05	09	16	SA 1 / FA 2 Submission Week (Due Fri 09) 07 - FA 1 Suppl Results Release & Results Appeal Open
	June	12	16	17	13 - FA 1 Suppl Results Appeal Close 15 - FA 1 Suppl Results Appeal Release
	June	19	23	18	
	June	26	30	19	
July	03	07	20	03 - SA 1 / FA 2 Results Release & Results Appeal Open 03 - SA 1 / FA 2 Suppl Brief Issued 07 - SA 1 / FA 2 Results Appeal Close	
July	10	14	21	13 - SA 1 / FA 2 Results Appeal Release	
July	17	21	22	SA 1 / FA 2 Suppl Submission Week (Due Fri 21)	
July	24	28	23		
July	31	04	24	02 - SA 1 / FA 2 Suppl Results Release & Results Appeal Open	
August	07	11	25	08 - SA 1 / FA 2 Suppl Results Appeal Close 11 - SA 1 / FA 2 Suppl Results Appeal Release	

SEMESTER 2:

2023 SEMESTER 2: FULL-TIME	Month	Week - start date	Week - end date	Academic Week	Important dates
	July	31	04	1	
	August	07	11	2	FA1 / FA 3 Brief Issued
	August	14	18	3	
	August	21	25	4	
	August	28	01	5	
	September	04	08	6	
	September	11	15	7	11 - SA 1 Brief Issued
	September	18	22	8	FA 1 / FA 3 Submission Week (Due Fri 22) NO LECTURES
	September	25	29	9	
	October	02	06	10	
	October	09	13	11	13 - FA1 / FA 3 Results Release & Results Appeal Open 13 - FA 1 / FA 3 Suppl Brief Issued
	October	16	20	12	19 - FA 1 / FA 3 Results Appeal Close
	October	23	27	13	25 - FA 1 / FA 3 Results Appeal Release
	November	30	03	14	FA 1 / FA 3 Suppl Submission Week (Due 03)
	November	06	10	15	
	November	13	17	16	SA 1 Submission Week (Due Fri 17) 15 - FA 1 / FA 3 Suppl Results Release & Results Appeal Open
	November	20	24	17	21 - FA 1 / FA 3 Suppl Results Appeal Close 24 - FA 1 / FA 3 Suppl Results Appeal Release
	December	27	01	18	
	December	04	08	19	06 - SA 1 Results Release & Results Appeal Open
December	11	15	20	12 - SA 1 Results Appeal Close 14 - SA 1 Results Appeal Release	
December	18	22	HE Office Closed	-	
December	25	29	HE Office Closed	-	
January	02	05	21	SA1 Suppl Submissions Week (Due 12)	
January	08	12	22	SA1 Suppl Submissions Week (Due 12)	
January	15	19	23		
January	22	27	26	24 - SA 1 Suppl Results Release & Results Appeal Open	
January	29	02	25	30 - SA 1 Suppl Results Appeal Close 02 - SA 1 Suppl Results Appeal Release	

Health and Wellness

Boston Media House has implemented guidelines and procedures for safety and security according to the Occupational Health and Safety Act, 1993 (Act No. 85 of 1993). Every effort is made to avoid any incident or tragedy on campus and to ensure the continued health and safety of both staff and students. In the event of an incident, it is essential that students are aware of the guidelines concerning safety and evacuation procedures.

In the event of revised or new regulations being published in terms of the Disaster Management Act, or any other Act, the following protocols may apply to all staff, students and visitors:

- Participation in HEALTHCHECK and screenings;
- Completion of attendance registers;
- Maintaining of social distancing;
- Wearing of masks at all times;
- Continuation of sanitization and hygiene measures; and
- Restrictions on maximum numbers for assembly of staff and students.

For the Post-Schooling Sector, HIGHER HEALTH has a dedicated 24-hour toll-free helpline for addressing the mental health and psycho-social support needs of students and staff:

- Toll-free call 0800 36 36 36
- SMS 43336

Boston Media House aims to produce well-rounded graduates, we support our student's academic growth and achievements and also care about their personal well-being and development. Boston Media House offers all registered students free psycho-social counselling. The Boston Media House Student Wellness module on the Learner Management System posts great tips and advice on how to make your time as a student at Boston Media House a productive and healthy experience.

Disaster Management Act or any other Act and Academic Services

Boston recognises the need to deploy whatever reasonable measures necessary to obviate any negative impact on academic provisioning that might attend the invocation of the Disaster Management Act (Act No. 57, 2002), or any other act, and the consequent gazetting of regulations. While Boston will attempt to minimise disruption to academic services, this could result in changes to academic calendars, procedures, processes, services, etc., all of which will be communicated to students and relevant stakeholders.

Disclaimer

This Fact Sheet is accurate at the time of publication. Boston Media House (Pty) Ltd reserves the right to alter any of the content due to changes in regulations, market requirements and other reasons. Please note that meeting any of the admission requirements does not necessarily guarantee entry into the qualification. All applications will be evaluated on an individual basis, and acceptance will depend on the decision of the Academic Committee.

Campus Details

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Tel: (0)11 883 0933

Website: www.bostonmediahouse.ac.za

Email: info@boston.co.za