

## ***INFORMATION ON COURSE APPROVAL***



*Assuring professionalism and industry relevance in moving image education and training.*

*The Higher Education Statistics Agency recognises & approves the Society as an accrediting body. BKSTS Accreditation is included in the Key Information Set (KIS) for UK Higher Education courses.*

*An affordable and user friendly complementary scheme that is available alongside any others on offer.*

*bkstsaccreditation: a service to Education & Training provided by International Moving Image Society.*

## **Introduction**

Since 1984, the predecessor of IMIS, the BKSTS, provided formal recognition of relevant educational and training courses, as a way of building stronger links between the media industries and Education and Training Institutions. Accredited and Approved courses are seen by many organisations in the media industries as being relevant and as a source of potential employees. Students are helped by the provision of realistic training and education, and involvement with companies in their chosen area of work.

Course Approval status can be awarded to any short course of between one day and twelve months in duration.

Course Accreditation status can be awarded to any longer courses longer than one year in duration.

## **Pre-Requisites for Approval**

For a course to be approved, the content, standard, philosophy and approach of the course must be compatible with and be seen as being relevant to the needs of the media industries and the aims of IMIS / BKSTS.

It is important to media organisations that they know the type of training that potential employees will have received, and can rely on its standard. IMIS, as one of the leading media industry bodies, and being dedicated to the development of technical professionalism and excellence, is well placed to assess the realism of the course, and to recommend ways in which it can be strengthened.

## **Approval Criteria**

1. The requested documentation shall have been submitted for inspection.
2. The course shall be demonstrably directed towards the learning of skills applicable to a profession/job role within the media industries.
3. The course shall include an appreciable percentage of relevant practical content.
4. The student numbers on the course shall be appropriate for the available resources.
5. The course shall meet the aims of IMIS in maintaining standards and encouraging the pursuit of excellence in all relevant aspects of moving image and associated sound technology.
6. The material and human resources readily available must be adequate to meet the aims, standards and demands of the course.
7. The teaching staff must be suitably qualified both to meet the academic needs of the course and in terms of recent/current experience within the industry.
8. The facilities and working methods made available to students must reflect current practice in the industry.

( Photographs of facilities and accommodation, floor plans, equipment lists etc., together with any web gallery links, should be submitted as supporting evidence. )

( Showreels or copies of work produced and / or vimeo or YouTube links should also be submitted as supporting evidence. )

9. For any course longer than 10 weeks, details of the criteria and assessments used to determine whether or not students have successfully passed the course must be appropriate.

( Details in the form of an assessment schedule, details of any tests or assessment tasks used, and / or details of formative projects and final assessment projects, together with assessment criteria / sheets must be submitted. )

### **Benefits Summary**

The BKSTS course approval scheme provides a formal recognition of media-related full-time and part-time short courses. The key aim of the scheme is to recognise that an Approved course provides a delegate experience that is as relevant as possible to working in the media industries and reflects real-world practice. An Approved course must give potential media industry employers confidence that delegates successfully completing the course are better equipped to work in their chosen area of the media industries. Successful Approved courses are buying into a network of relevant industry professionals and their organisations.

IMIS grants course approval to full-time, part-time and short courses that can demonstrate their relevance to the needs of companies and organisations within the media industries. BKSTS Approval provides the recipient train provider organisation with a range of benefits. The substantive benefits for Approved Courses are described below.

### **Course Approval Benefits for Training Providers**

1. The training provider receives a certificate suitable for display at their reception showing the course name and date of approval. It also receives a certificate describing IMIS and listing the names of all IMIS sponsor organisations.
2. The training provider may use the IMIS / BKSTS logos on letter-headed paper, approved course documentation, website and other marketing material during the period of Approval, noting that it is the course that is approved and not the training provider organisation itself.
3. A listing of the Approved Courses and their training provider organisations is included in IMIS publications, including the IMIS website.
5. The training provider is offered a link between the Approved Course and the relevant section of the IMIS website.
6. The details of Approved Courses and their institutions are promoted to anyone seeking careers information from IMIS.

### **Additional Information**

BKSTS Approval only extends to the particular course reviewed. It does not apply to the training provider as a whole. A training provider may wish to seek approval for more than one course.

BKSTS Approval for a course is given for two years subject to a satisfactory annual renewal form declaration.

Application for BKSTS Approval must be made on the relevant form and the appropriate remittance should be enclosed. It is important that the information about the course syllabus is included with the application. An application will not be processed without this information. IMIS reserves the right to withdraw BKSTS Approval at any time and for any reason it deems appropriate.

### **Approval Fees**

The fees for approval are contained in a separate document available on request.