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| Qualification | Pearson BTEC Level 3 National Extended Certificate in Creative Digital Media Production |
| Unit number and title | Unit 4: Pre-production Portfolio |
| Learning aim(s) (For NQF only) | LA A: Understand the requirements of pre-production of a digital media product |
| Assignment title | Pre-production requirements |
| Assessor | Mr Warwick |
| Hand out date | 29/02/2026 |
| Hand in deadline | 12/03/2026 |

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| Vocational Scenario or Context | <p>The community media organisation that you work for has been approached by a representative from the county council because the latest creative media projects to launch in your area have been unsuccessful. The council has concluded that one reason for these failures is a lack of effective pre-production activity.</p> <p>The county council have asked you to produce a report on the essential pre-production work that takes place as part of a creative media production. The council intend to send this report to community media organisations that receive funding for future projects.</p> |
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| Task 1 | <p>You must research the pre-production requirements, procedures and documentation relating to a range of digital media products. Use your findings to compile a report that evaluates the extent to which these factors contribute to the overall success of the planning and delivery of these products.</p> <p>In order to complete this task you should analyse how the following factors contribute to the planning and delivery of different media products and use your research to justify your conclusions:</p> <ul style="list-style-type: none"> the pre-production requirements; in particular you should consider factors including the requirements and sources of finance for the products, logistical considerations such as deadlines, resources and regulatory requirements, and the impact these factors have on each other. the established industry formats used within the pre-production processes the functions of pre-production processes, reasons for undertaking them and impact they have had. the purposes of pre-production documentation |
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| Checklist of evidence required | <p>A report in any of the following formats:</p> <ul style="list-style-type: none"> • a blog • e-book • presentation • video • e-portfolio. |

Criteria covered by this task:

| Unit/Criteria reference | To achieve the criteria you must show that you are able to: |
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| 4/A.D1 | Evaluate the extent to which pre-production requirements, processes and documentation contributes to the success of planning and delivering a specific digital media product. |
| 4/A.M1 | Analyse the requirements of finance, logistics and adherence to codes of practice and regulation for planning and delivering one type of specific media product. |
| 4/A.M2 | Analyse the pre-production documentation and format and function of pre-production processes used for the planning and delivery of a specific digital media product. |
| 4/A.P1 | Explain the requirements of finance, logistics and adherence to codes of practice and regulation for planning and delivering a specific media product. |
| 4/A.P2 | Explain the documentation, formats and functions of pre-production processes for a specific digital media product. |

Sources of information to support you with this Assignment

Books:

Austin, T. and Doust, R. (2007) *New Media Design*, London: Laurence King Publishing, ISBN 978 1 85669 431 5

Barron, A.E. and Ivers, K. (2010) *Multimedia Projects in Education: Designing, Producing and Assessing*, Santa Barbara, CA: ABC-CLIO, ISBN 978 1 59884 534 1

Counts, E. (2003) *Multimedia Design and Production: For Students and Teachers*, USA: Pearson, ISBN 978 0 20534 387 4

Hall, K. and Holmes, P. (2007) *BTEC First in Media: A Practical Handbook*, London: Edexcel, ISBN 978 1 84690 198 0

Lachs, V. (2000) *Making Multimedia in the Classroom: A Practical Guide*, Abingdon: RoutledgeFalmer, ISBN 978 0 41521 684 5

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| | Websites: www.bectu.co.uk - roles in the media industries www.celtx.com - pre-production software for movie and video planning www.filmsourcing.com/blog/production-documents - film pre-production documents and templates |
| Other assessment materials attached to this Assignment Brief | None |