INTRODUCTION:

SBCS Port-of-Spain opened its doors for business on May 5th, 2003, providing an ideally located training centre for companies and individuals in the capital city and its environs.

Our campus in Port-of-Spain includes five computer labs fully outfitted with state of the art equipment and five training rooms. This campus originally started out at 46-50 Picton Street, offering only short courses in the area of Business and I.T. as well as Corporate Training Courses.

Since then the campus has expanded its operations and has developed into the Centre for Media Studies. The expansion involved the acquisition of 31 Picton Street which is located directly opposite the main building and the campus is now equipped with complete sound and television studios.

SBCS has been offering the BTEC Higher National Diploma in Media in collaboration with Edexcel since 2004. In 2011, the HND in Media was replaced by the BTEC in Creative Media Production.

Edexcel Brief History – Edexcel operates in over 110 countries, with more than two million people studying for qualifications in over 7,000 centers annually. Edexcel International has the widest range of UK academic and vocational qualifications available to schools, colleges and organizations worldwide. Edexcel is the largest International awarding body approved by the UK government.

BTEC qualifications are designed to produce students ready for a degree course or to go straight into employment, having gained the knowledge and experience of best practice for the workplace.

These qualifications are becoming ever more important in today’s fast-moving world. Employers are recruiting staff with additional skills who can contribute to the workplace in a meaningful way. An Edexcel qualification provides that stepping stone to the workplace.

ENTRY REQUIREMENTS:

- 18 years and over with 2 A' Levels / CAPE (2 full units) OR
- 18 years and over with ABE Certificate / ABE Diploma (Level 4) / other equivalent qualification OR
- 21 years and over with 2 years relevant working experience and 4 O’ Levels inclusive of English

Please note: In addition to the above requirements:
All candidates must complete a compulsory pre-requisite course.
UNITS: (Duration – 2 years 6 months)

Semester 1 – 5 months
Contextual Studies for Creative Media Production
Photojournalism
Convergent Journalism

Semester 2 – 5 months
Research Techniques for Creative Media Production
Film Studies
Practical Skills for Moving Image Production

Semester 3 – 5 months
Page Design and Layout for Newspapers and Magazines
Practical Skills for Radio Production
Development and Techniques of Film and Video Editing

Semester 4 – 5 months
Script Writing for Moving Image Fiction
Television News
Director for Moving Image Production

Semester 5 – 10 months
Special Subject Investigation for Creative Media Production
Moving Image Documentary Production
Work Experience in the Creative Media Sector
Project Design, Implementation and Evaluation

Please Note:
- All Units consist of a combination of coursework and a final time constrained assessment (where applicable).
- Units are subject to change.
- "SBCS reserves the right to alter the order in which the units are offered, at any time."

This information is given in good faith, and believed to be correct at the time of publication, and is subject to change without prior notice. ALL fees quoted are subject to change.
### COST:

<table>
<thead>
<tr>
<th>TYPE OF FEE:</th>
<th>AMOUNT:</th>
<th>DEADLINE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-requisite</td>
<td>$1250 TT</td>
<td>October 28(^{th}), 2014 (pre-req starts October 29, 2014)</td>
</tr>
<tr>
<td>Administration Fee (SBCS non-refundable Fee)</td>
<td>$1500 TT per semester (first semester ONLY discounted to $1000)</td>
<td>Due upon registration First Semester – January 10(^{th}), 2015 (semester starts January 12, 2015) Subsequent Semesters – one week prior to the start of the semester</td>
</tr>
<tr>
<td>Tuition</td>
<td>*GATE covered for Nationals only</td>
<td></td>
</tr>
<tr>
<td>Tuition Caution Fee (Refundable once requirements are met)</td>
<td>$500 TT per unit</td>
<td>Due upon registration</td>
</tr>
<tr>
<td>Equipment Caution Fee (Refundable at end of programme – subject to policy)</td>
<td>$500 TT</td>
<td>Due upon registration</td>
</tr>
<tr>
<td>Foreign Fee (One-time Fee)</td>
<td>£390 (Payable via bank draft to SBCS)</td>
<td>January 31(^{st}), 2015</td>
</tr>
<tr>
<td>Average cost of Books</td>
<td>$1000-1500 TT per semester</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Please note:

- **ALL prices are subject to change.**
- **100% Government funding applies to Tuition Fee ONLY** *
  - The Tuition Caution Fee will be refundable once GATE e-Clearance is approved, the GATE Claim form has been signed and attendance meets GATE requirements.
  - The Equipment Caution Fee will be refundable at the end of the programme subject to the Equipment Policy guidelines.
  - The Foreign Fee allows students to be registered with Edexcel for a 5 year period. This fee can be paid at the time of registration or by the deadline date set and must be made payable to SBCS via a bank draft in pounds sterling.
  - Payment plans are only provided on tuition fees. All other fees must be paid in full.
  - We have a NO CASH policy. Payments can be made via Linx, Credit Card or Cheque.

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APPLICATION AND REGISTRATION PROCESS:

Before gaining entry into this programme, you must first complete the compulsory pre-requisite course. The pre-requisite course is designed to prepare individuals for the Diploma. The focus will be mainly on Study Skills: English, Plagiarism, Advanced Computer Literacy and Equipment Care. Students must attend at least 80% of the pre-requisite course in order to be eligible to move on to the HND in Creative Media Production. The cost of the pre-requisite course is $1,250.00.

The first step is to register for the pre-requisite course. At this registration point the pre-requisite fee will be due and you will be required to complete the following:

1. SBCS Registration Form (for registration with SBCS)
2. Apply for GATE e-Service ID (for tuition funding – nationals only) *

Please note:

- The Ministry of Tertiary Education, Skills and Training (MTEST) has restructured the GATE Application process. This new service is referred to as the GATE e-Service, and you are now required to apply for GATE Clearance and GATE Funding electronically.
- You must have proof of one of the entry requirements stated above.
- N.B. Prospective students wishing to pursue this programme but not possessing any of the three main entry requirements listed are kindly asked to forward an email to our Manager, Academic Administration, Ms. Abbigail Ajim, at: abbigaila@sbcis.edu.tt, which should contain the following:
  1. An email subject title with the words “PROSPECTIVE HND STUDENT”
  2. An updated resume.
  3. Scanned copies of all academic certificates.
  4. A cover letter indicating your interest in the programme.
- You must be a citizen of Trinidad and Tobago and must provide proof of residency in Trinidad and Tobago (e.g. job letter, Certificate of Naturalisation) for at least three (3) years for first time applicants.
- You must present your original Electronic Birth Certificate and National Identification Card or Passport showing proof of citizenship (please ensure the expiration date is greater than six months from the date of registration).
- If you have previously applied for GATE funding, you must submit your Certificate to prove completion of previous GATE funded programme before applying for another GATE FUNDED programme.

Once you have successfully completed the pre-requisite course you will receive a confirmation email stating your acceptance and as such, the Registration for the HND in Creative Media Production can commence. The Administration fee and Tuition Caution Fee (for those applying for GATE) will be due and you will be required to register for the programme by completing the following:

1. SBCS Registration Form (for registration with SBCS)
2. GATE Disclaimer form (for tuition funding – nationals only) *
3. GATE e-Application (for tuition funding – nationals only) *

This information is given in good faith, and believed to be correct at the time of publication, and is subject to change without prior notice. ALL fees quoted are subject to change.
You will also be required to pay a foreign fee of £390 which will allow you to become registered with the awarding institution – Edexcel. This fee can be paid at the time of registration or by the deadline date set and must be made payable to SBCS via a bank draft in pounds sterling.

In addition, you are required to pay an Equipment Caution fee of $500 upon registration for Semester 1 which will be refundable at the end of the programme subject to the Equipment Policy guidelines. This will entitle you to access specified Media Equipment for use on and off campus.

*PROCEDURE to apply for GATE:*
1. Obtain a GATE e-Service log in credentials (GATE e-Service ID and password)
3. Await GATE Clearance Approval and visit SBCS to signing of GATE Application Form

### 1. GATE e-Service ID
To access this service you must **firstly** obtain your GATE e-Service ID by providing the documentation as listed below to an officer at a TT-Connect location (refer to Table for a listing of the TT-Connect Offices and their respective opening hours):

- **Electronic Birth Certificate (Mandatory)** and
- **National ID or Passport and**
- **Current and Active Email Address (for correspondence from MTEST)**

Please note students MUST have a valid active email address as ALL correspondence form GATE is electronic (via email).

<table>
<thead>
<tr>
<th>Area</th>
<th>Address</th>
<th>Telephone Number(s)</th>
<th>Opening Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arima</td>
<td>1st Floor, Pennywise Building 10 - 10A Devenish Street Arima Trinidad, West Indies</td>
<td>Tel. (868) 667-4465 Fax. (868) 667-7053</td>
<td>Mon – Fri: 7:30 am – 6:30 pm Sat: 8:00 am – 12:00 pm</td>
</tr>
<tr>
<td>Chaguanas</td>
<td>Gaston Street Gaston Court Lange Park Chaguanas Trinidad, West Indies</td>
<td>Tel. (868) 672-5858 Fax. (868) 671-5196</td>
<td>Mon – Fri: 7:30 am – 6:30 pm Sat: 8:00 am – 12:00 pm</td>
</tr>
<tr>
<td>Tunapuna</td>
<td>2nd Floor, 107 Eastern Main Road Tunapuna Trinidad, West Indies</td>
<td>Tel. (868) 662-6447 Fax. (868) 663-6517</td>
<td>Mon – Fri: 7:30 am – 6:30 pm Sat: 8:00 am – 12:00 pm</td>
</tr>
<tr>
<td>Port Of Spain</td>
<td>St. James NALIS Public Library 31 Church Street St. James Trinidad, West Indies</td>
<td>Tel. (868) 622-7254 Fax. (868) 628-2960</td>
<td>Mon – Fri: 7:30 am – 6:30 pm Sat: 8:00 am – 12:00 pm</td>
</tr>
<tr>
<td>Port of Spain</td>
<td>ttconnect – MTII Satellite Office Ministry of Trade, Industry and Investment Level 9, Nicholas Towers 63-65 Independence Square Port of Spain Trinidad, West Indies</td>
<td>Tel: (868) 800-4739 Fax: (868) 623-5156</td>
<td>Mon – Fri: 8:00 am – 4:00 pm</td>
</tr>
</tbody>
</table>

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N.B. The above office DOES NOT PROCESS GATE APPLICATIONS. Only ttconnect ID. Registrations are processed at the Satellite Office, between the hours of 8:00 am – 4:00 pm, Mondays to Fridays, except Public Holidays.

<table>
<thead>
<tr>
<th>Princes Town</th>
<th>Princes Town NALIS Public Library</th>
<th>Tel. (868) 655-6015</th>
<th>Mon – Fri: 7:30 am – 6:30 pm</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2A St. James Street</td>
<td>Fax. (868) 655-5006</td>
<td>Sat: 8:00 am – 12:00 pm</td>
</tr>
<tr>
<td></td>
<td>Princes Town</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Trinidad, West Indies</td>
<td></td>
<td></td>
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</tbody>
</table>

**Note:**

Once you complete this step you will receive your GATE ID confirmation via email (this may be received same day or take up to 3 days). You must then log on to the GATE online system within 24 hours to activate/update your account or it will expire and you will be required to contact the MTEST IT department at gate.info@gov.tt.

If you do not receive your GATE ID confirmation via email in 3 days, you are advised to contact the MTEST IT department at gate.info@gov.tt.

2. **GATE e-Application**

Once you have obtained your GATE e-Service ID, you will then be required to apply for GATE Clearance by visiting [www.e-gate.gov.tt/gate-app/](http://www.e-gate.gov.tt/gate-app/)

In order to apply for GATE Clearance you will be required to upload scanned versions of:

- Electronic Birth Certificate (mandatory) and
- National Identification Card or Trinidad and Tobago Passport
- Marriage/Divorce Certificate (for married/divorced student)
- Deed Poll (for name change)
- Payment Slip (receipt showing proof of payment, for post-graduate student)
- Latest Result Slip / Transcript (for continuing student)
- Acceptance Letter from Institution (for student pursuing new programme – Please ensure that you receive this document on registration with SBCS from your Customer Service Representative)

**Note:**

When scanning multiple documents, you should scan each documents and save/upload as a separate file.

3. **GATE Clearance Approval and Signing of GATE Application Form**

When your GATE Clearance has been approved by MTEST, you will be alerted via email and advised to visit SBCS to sign your GATE Claim Form which will then be forwarded to MTEST.

Failure to sign your GATE Claim Form will result in cancellation of your GATE Claim after 4 weeks (28 days) from the date of email notification received from MTEST.

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**ORIENTATION:**

Orientation will take place one week before the start of the semester (usually the Saturday before classes start). It will be conducted by Course Administration. Please be advised that this orientation is very important as policies and procedures will be discussed. For any further guidance on course related materials you can contact the Course Administration Department.

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RE-REGISTRATION PROCESS:

At the end of each semester you will have a three (3) – four (4) week break before the subsequent semester commences. During this period you will be required to re-register for the subsequent semester. The Administration fee will be due and you will be required to complete the following:

1. SBCS Registration Form (for registration with SBCS)
2. GATE Disclaimer form (for tuition funding – nationals only) *
3. GATE e-Application (for tuition funding – nationals only) *

ADDITIONAL INFORMATION:

Graduates can progress on to the following degrees offered through SBCS in collaboration with leading UK universities:

A Bachelor’s degree offered in collaboration with the University of Greenwich:

⇒ BA (Hons) Media and Communications (13 months)

Followed by a Master’s degree offered in collaboration with the University of Leicester:

⇒ MA Mass Communications (24 months) with options to specialize in:

- New Media and Society
- New Media, Governance and Democracy
- Communications, Media and Public Relations

NB:

- All Media Classes (except MA) will be conducted at the POS Campus.
- Our HND CMP and BA Media programmes are offered part-time only.
- For the HND CMP (per semester):
  - Three classes are scheduled during the week Monday to Thursday (5:30pm to 8:30pm) AND/OR a Saturday (9am to 12 noon or 1pm to 4pm).
  - The three days for classes are determined by SBCS and your lecturer.
  - Class days may change every semester due to lecturers’ availability.
- Due to the unique nature of Media studies, classes/events may be scheduled on days and time outside of the noted days/times/location on your schedule. We will endeavour to minimize changes to your schedule, however, please note that this programme is quite demanding and may require the scheduling of additional on-demand/ request classes and or tutorials.
- We have a NO CASH policy. Payments can be made via Linx, Credit Card or Cheque.
- ALL fees quoted are subject to change.
CONTACT US:

If you require further information please visit our website at: http://www.sbcs.edu.tt

For direct contact with our Course Administration team, please feel free to either:
  - email us at poscms@sbcs.edu.tt or
  - call us at 622-1993 / 622-9666 / 628-8670 or
  - visit us at 46-50 Picton Street, Newtown, POS

Our office hours are:
  - Monday – Thursday [9am – 6pm]
  - Friday [9am – 4pm]
  - Saturday [8am – 3pm]

SBCS’s Port of Spain Campus – Centre for Media Studies is pleased to introduce you to a higher level of education in the field of Media & Communications. We look forward to seeing you on campus and hope that you will enjoy your time with us. SBCS … A Great Place to Learn!