

Certificate in Location Management for Film and TV Production | Course Outline

Delivered over 24 weeks

This Certificate course is designed to guide students through understanding the roles and responsibilities, processes, paperwork, practices, and protocols involved in working in the Location department for Film and TV Production. Focusing on the three key roles within the department, Location Scout, Assistant Location Manager and Location Manager, students learn how they work closely with directors, producers, cinematographers, assistant directors and designers, providing all the information and support necessary for a successful and sustainable location shoot from initial brief, finding ideal locations for the shoot, negotiating fees, terms and conditions as well as managing locations during the production and filming periods to wrap and reinstatement.

Students engage in practical, hands-on learning with a three-day on-site workshop series, supported by online seminar training, weekly assignments, a supported industry placement and an industry mentored and reviewed portfolio submission.

Module 1: Location Scouting

Online sessions | 3 weeks, one morning a week

In person Intensive | 1.5 days

Students kick off the course with an overview of the world of Location Management and its role in the UK Creative Industry, how the Locations team fits together and works with Production. Students understand how to read a script read through a Locations lens and how to work closely with the Director and Designer to bring a location to life on screen, while learning about architectural styles and periods, as well as filming in historic places.

Location scouting is a primary focus of this module, using maps and desk-based research alongside on-site exploration and photography. Students present and pitch location photographs, create an image library and meet key location support agencies.

Module 2: Location Planning and Unit Management

In person Intensive | 1.5 days

Online sessions | 3 weeks, one morning a week

Students learn who owns a location and how to plan recces. They are introduced to working alongside the First Assistant Director and Heads of Department and carry out a tech recce.

Awareness of skills including organising, communication, and managing change is developed, looking at the role of the Location Coordinator. Students learn how to prepare and manage the location budget, set location fees, supplier costs, manage POs and Petty cash and liaise with the Accounts Department.

Hands-on experience is gained through a unit managing exercise, learning about the unit base, facilities companies, ordering kit and where to find it. Movement Orders and Maps underpin successful logistical management of the unit.

Module 3: Filming

Online sessions | 3 weeks, one morning a week

Students continue planning a shoot, are introduced to location agreements, insurance, risk assessment and visual effects. Filming applications, site management plans and security are covered.

Students consider the Location team on Set, Police, Roads, Parking and Traffic Management, with production specifics including drones, stunts, weapons and low loaders.

They learn the importance of reinstatement, maintaining relationships, and looking after themselves while working in the industry as freelancers.

Module 4: The Placement and Portfolio Submission

Self-directed with mentor support | 12 weeks

Students are supported to undertake a placement on an industry production of up to two weeks over a three-month period. Placements are unpaid and may include weekends. Students provide their own transport. Production provide meals and any necessary equipment. Placements are sought near students home-bases and where this is not possible, travel and/or accommodation may be covered by the School. Students are encouraged to secure a second placement of their own volition to segue out of the course into industry practice.

Throughout the course students are supported to develop and deliver a location portfolio which is created in their own time from the start of the course, and throughout the production placement period. An industry reviewer assesses the portfolio and gives one-to-one feedback before grades are awarded.

Students also complete a suite of industry recognised online training modules including Risk Management for Productions and Albert Sustainability Workshop: Location Department