

BFI Documentary Film Academy Schedule



The course will begin with an introductory weekend. This will be hosted via ZOOM and BASECAMP. In advance, students will receive a folder of useful paperwork and worksheets that will be used in group sessions and a unique CTVC email address. Please note all masterclasses are subject to change.

Sat 15th Jan 2022	11:00-11:30	Welcome / house-keeping / ice-breakers	Participants will be welcomed to the course and given house-keeping information - this will include rules of the course and information about how best to use the digital platform ZOOM and basecamp. The whole group will participate in team building activities. They will evaluate their individual skills for personal development plans.	Online (zoom)
	11:30-12:00	Screening: Previous Residential Shorts	The group will watch a selection of shorts that have been produced on previous residentials. They will have the opportunity to feedback and review the films. This session will be used to discuss what they can expect from the course and how the film-making aspect will be approached.	Online (zoom)
	12:00-12:15	Course Overview	Participants will receive an overview of the course timetable with clear deadlines put in place to assure the completion of all activities.	Online (zoom)
	12:15-12:30	Meet the teams	The participants will be put into their production teams and complete a quick team- game to act as an ice-breaker. They will discuss the individual production roles that will make up the production team.	Online (zoom)
	12:30-13:30	BREAK / LUNCH		
	13:30-14:30	What makes a good documentary?	Participants will meet CEO of CTVC, Caroline Matthews and Head of TV, Ian Holt who will explore the theme of 'What makes a Good Documentary'. They will discuss the documentary commissioning process	Online (zoom)
	14:30-14:45	Introduction to the BRIEF	As part of the course, the students will create short films. This session will be used to explore the brief, answer questions and list resources that students can access.	Online (zoom)
	14:45-15:15	MEET THE FILM TUTORS	Each group will be introduced to their film tutor who will be working with them throughout the course. They will complete a 'response to brief' activity where they will start developing ideas for their short film.	Online (zoom)
	15:15-15:30	SESSION SUMMARY	The full group will meet and evaluate the day using mentimeter. The agenda for the following day will be set.	Online (zoom)
Sun 16th Jan 2022	11:00-11:15	Welcome / house-keeping	The group will be welcomed back to the session and the agenda will be set for the day.	Online (zoom)
	11:15-12:30	Practical Workshop 1 - Creative Development	Participants will attend a practical workshop with BAFTA WINNING Director and writer Adam Tyler who will introduce the group to his short documentary <i>777</i> and talk through the paperwork and development that took place. Each team will be introduced to a series of pre-production paperwork including research and development, casting, storyboards. The group will have pre-received this paperwork in their welcome packs (sent before the course begins)	Online (zoom)
	12:30-13:30	BREAK / Lunch		
	13:30-14:30	Practical Workshop 4: Production Paperwork / Roles on set	Participants will attend a practical workshop where they will meet CTVC Production Manager Katie King . They will learn about legal paperwork including release forms and risk assessments. Participants will have received copies of these documents in advance of the course and will each complete documents as part of this practical activity.	Online (zoom)
	14:30-15:30	SCREENING	Jesy Nelson: <i>Odd One Out</i>	Online (zoom)
	15:30-16:30	MASTERCLASS	Adam Goodall, Director <i>Odd One Out</i> . Students will attend a masterclass with BAFTA winning Director Adam Goodall including the development of the film through to its success on BBC3.	Online (zoom)
	16:30-16:45	Weekend Evaluation and de-brief	The whole group will have the opportunity to de-brief about the weekend. They will evaluate the weekend for their personal development plans.	Online (zoom)
Thurs 20th Jan 2022	18:30-20:45	Screening and Masterclass: Clare Johns, Ethics in Documentary Making / Caring for your Contributors	Participants will attend a masterclass led by documentary director BAFTA nominated CLARE JOHNS They will learn about the importance of ethics in documentary making. They will learn about the casting process and the importance of safeguarding and caring for contributors	Online (zoom)
	20:45-21:00	SESSION SUMMARY	Course updates and notices will be provided by staff.	Online (zoom)
Sat 22nd Jan 2022	10:00-12:00	Production Session 1 - Research and Development	Participants will work in their film teams to design a clear film structure. They will have some worksheets to complete as a group that will help them make creative choices about how they would like their film to start, finish and how they will communicate their story throughout.	Online (zoom)
Thurs 27th Jan 2022	18:30-21:00	Screening and Masterclass: Mobeen Azhar, Journalist and Filmmaker	The whole group will meet BAFTA winning journalist Mobeen Azhar , a journalist and filmmaker who has produced and presented content across BBC Television, Radio and Online for almost 15 years.	Online (zoom)

	20:45-21:00	SESSION SUMMARY	The group will evaluate their learning in their personal development plans and using mentimeter. Course updates and notices will be provided by staff.	Online (zoom)
Sat 29th Jan 2022	10.00-12:00	Production Session 2 - Finding Contributors	Working with their film tutor, the group will identify contributors that they would like to feature in their short film and begin the casting process. This will take place alongside further creative development of their short film. The groups will begin researching archive and creating storyboards.	Online (zoom)
Thurs 3rd Feb 2022	18:30-20:45	SCREENING AND MASTERCLASS: Orlando Von Einseidel, OSCAR winning Documentary Director	The whole group will gather and meet with OSCAR WINNER Orlando Von Einseidel . They will watch Orlando's OSCAR winning short documentary and participate in a Q&A which will focus on the process of making the short and its journey to the OSCARS.	Online (zoom)
	20:45-21:00	SESSION SUMMARY	Course updates and notices will be provided by staff.	Online (zoom)
Sat 5th Feb 2022	10.00-12:00	Production Session 3 -Pre-Production	Working with their film tutor, participants will continue with their pre-production tasks including storyboards, risk assessments, scheduling and budgeting. Groups can film remote zoom interviews if needed ahead of the residential.	Online (zoom)
Thurs 10th Feb 2022	18:30-20:00	Pre-Residential Meeting / Tutorials	The whole group will meet together ahead of the residential to add to bespoke development plans, attend individual tutorials and to preapre for the 7 days that will be spent together.	Online (zoom)
PRODUCTION WEEK: Participants will work in their teams to produce 5 short documentaries. Participants will also attend a series of skill workshops, master-classes with award-winning British documentary film-makers.				
Sun 13th Feb 2022	19.00-19.30	Welcome / House-keeping / Check into rooms / set-up-week	Participants will arrive and be shown to their rooms. As a whole group they will be reminded of house-keeping and will receive information about how the week will run. The group will participate in ice-breakers to re-bond them as a group.	In Person (Debden House)
	19.30-20.30	DINNER SERVED IN THE DINING ROOM		In Person (Debden House)
	20.30-22.00	SCREENING THE IMPOSTER	In preparation for the edit masterclass with BAFTA nominee Andrew Hulme	In Person (Debden House)
Mon 14th Feb 2022	9.00-10.00	BREAKFAST SERVED IN THE DINING ROOM		In Person (Debden House)
	10.00-10.30	Introduction to production week / warm-up activities / personal development plan	Participants will receive information about the production week. They will participate in warm-up activities to help them with their team-building skills. They will complete a brief evaluation form self-evaluating how they feel at the beginning of the intense week - this will be used to monitor their progress for their personal development plan.	In Person (Debden House)
	10:30-11:30	Practical Workshop 1: Camera Skills	Working in their teams, groups will attend the camera skills workshop where they will learn to use the Canon 305 and accompanying lenses.	In Person (Debden House)
	11:30-12:30	Practical Workshop 2: Sound	Working in their teams, groups will attend the sound workshop where they will learn to use a range of audio equipment including radio mics and boom poles.	In Person (Debden House)
	12:30-13:30	LUNCH SERVED IN THE DINING ROOM		In Person (Debden House)
	13:30-14:30	Practical Workshop 3: Editing	Working in their teams, groups will attend the edit workshop where they will learn to review, log and edit a simple sync using Premiere Pro.	In Person (Debden House)
	14:30-15:30	Documentary Making: Pre-production	Each team will work with their film tutor to complete the pre-production that was started online. Teams will complete storyboards, structure budgets, create call sheets and shooting schedules, and fully prepare for their shoot.	In Person (Debden House)
	15:30-16:00	BREAK		In Person (Debden House)
	16:00-17:30	Documentary Making: Test shoots	Each team will work closely with their film tutor to complete test shoots. This session will be used by participants to practice the technical skills learned in the skills workshops. They will have the opportunity to practice with the cameras, sound, lighting etc that they will be using on their shoot.	In Person (Debden House)
	17:30-18:30	DINNER SERVED IN THE DINING ROOM		In Person (Debden House)
	18:30-19:30	Documentary Screening	Tax Town	In Person (Debden House)
	19:30-21:00	Masterclass with Tom Costello: FROM RESEARCHER TO BAFTA WINNER	A masterclass with BAFTA winning producer and director Tom Costello , who directed Tax Town and How to Steal Pigs and Influence People.	In Person (Debden House)
Tues 15th Feb 2022	10.00-10.30	Introduction to the day/equipment sign-out	The whole group will meet together to receive final information about the day and to sign out their equipment ready for their shoot.	In Person (Debden House)

	10.30-18.00	Production day 1	Teams will work with their allocated film-maker and 1 member of the motivation team to begin production of their documentary. Each team will have a budget to manage and will be supplied with packed lunches. They will work together as a crew throughout the day to ensure that all their planned production is completed by 18.00.	In Person (Debden House)
	18.00-19.00	DINNER SERVED IN THE DINING ROOM		In Person (Debden House)
	19.00-21.00	Masterclass and screening with Marta Shaw: Making Documentary in Extreme Environments	Masterclass with award winning Director Marta Shaw . The whole group will meet Marta Shaw an award-winning documentary producer, writer and director. She directed Ross Kemp's 'Extreme World' documentaries. The students will learn about making documentaries in extreme environments and the importance of pre-production to safeguard all cast and crew.	In Person (Debden House)
	21.00-23.00	Reviewing/logging footage from Day 1 of the shoot or Freetime	Participants will have the opportunity to review and make log notes from day 1 of the shoot.	In Person (Debden House)
Wed 16th Feb 2022	09.00-10.00	BREAKFAST SERVED IN THE DINING ROOM		In Person (Debden House)
	10.00-10.30	Introduction to the day/equipment sign-out	The whole group will meet together to receive information about the day and to sign out their equipment ready for their shoot.	In Person (Debden House)
	10.30-18.00	Production day 2 / Edit begins	Teams will continue to work with their allocated filmmaker and support staff member. Students will continue to work to their shoot schedules. Editors will stay behind to begin capturing footage and preparing rough cuts from the footage shot on Day 1 of production.	In Person (Debden House)
	18.00-19.00	DINNER SERVED IN THE DINING ROOM		In Person (Debden House)
	19.00-20.30	Masterclass: Editing Documentary	Masterclass with BAFTA nominated Editor Andrew Hulme , who edited The Imposter.	In Person (Debden House)
	21.00-23.00	Reviewing/logging footage from Day 2 of the shoot or Freetime	Participants will have the opportunity to review and make log notes from day 2 of the shoot.	In Person (Debden House)
Thurs 17th Feb 2022	09.00-10.00	BREAKFAST SERVED IN THE DINING ROOM		In Person (Debden House)
	10.00-12.30	Editing / Final Shots	Participants will meet in their groups. The morning will be split into two groups. Editors will have the opportunity to remain at the conference space to continue their edit. Other participants can complete pick-up shots and record voice-overs	In Person (Debden House)
	12.30-13.30	LUNCH SERVED IN THE DINING ROOM		In Person (Debden House)
	13.30-15.30	Edit continues	Groups will work together to complete the edit of their films. Edit tutors and film tutors will work with the group to complete sound-mix. Colour grade and add titles.	In Person (Debden House)
	15.30-16.30	Next steps workshop	Participants will also attend a 'Next Steps' workshop where they will learn about CV writing, gaining work experience and the first job in TV/film. They will hear from Jude Winstanley , founder of The Unit List who is also a TV production manager.	In Person (Debden House)
	16.30-17.00	BREAK		In Person (Debden House)
	17.00-18.00	Final stages of edit / Prepare for Screening	Groups will view the final edits of their films. Editors will work closely with the film tutors to ensure that the films are finished and ready for screening. At 18.30 groups will hand their films over to the film tutors who will check sound edit, grade and ensure that the film is polished and ready for the screening. The film tutors will export the films ready for screening. Each group will work with their support worker to prepare a short presentation that they will deliver to introduce their film at the screening. They will be given the chance to introduce their film, discuss their experience on the residential and talk about their next steps after the course has finished.	In Person (Debden House)
	18.00-19.00	DINNER SERVED IN THE DINING ROOM		In Person (Debden House)
	19.00-20.40	SCREENING	For Sama	In Person (Debden House)
	20.40-22.00	SCREENING AND MASTER CLASS: Waad al-Kateab, Telling your own stories	The whole group will gather and meet with Oscar nominated Waad al-Kateab . They will learn about how the OSCAR nominated documentary For Sama was made and the incredible story that Waad al- Kateab has to tell.	In Person (Debden House)
18th February 2022	08.00-09.00	BREAKFAST SERVED IN THE DINING ROOM		In Person (Debden House)
	09.00-10.30	Travel to the BFI SOUTHBANK	Participants will travel to Waterloo	In Person Travel
	10.30-12 noon	BFI Future Film Festival	Participants will attend the BFI Future Film Festival. Sessions will be pre-booked and students will be accompanied by pastoral staff.	In Person BFI Southbank
	LUNCH	Participants will have packed lunches		In Person BFI Southbank
	1-5pm	BFI Future Film Festival	Participants will attend the BFI Future Film Festival. Sessions will be pre-booked and students will be accompanied by pastoral staff.	In Person BFI Southbank

	17:00-18:00	Travel to Debden		In Person Travel
	18:00-19:00	Dinner		Debden House
Sat 19th February 2022	07:00-08:00	BREAKFAST SERVED IN THE DINING ROOM		In Person (Debden House)
	08:00-9:00	Course De-brief and final evaluations and finalising development plans	Participants will meet together for a final course de-brief and evaluation session. Participants will work with the pastoral workers to complete their personal development plans. They will evaluate their progress over the residential course and fill out a personal next steps plan.	In Person (Debden House)
	9:00-10:00	Travel to Screening Event	Participants will travel to the screening event at a cinema in London by coach. Venue TBC	TRAVEL
	10:00-12:00	Final screening event	The 5 documentaries will be screened to an invited audience in a cinema space. Each production team will introduce their film and present the short presentation that they prepared on day 9. Participants will receive certificates for completing the course.	In person Picturehouse Stratford