

# ffotogallery

## Frequently asked questions about our courses

### What courses do you provide?

#### Stage 1 Courses

Introduction to Photography: Beginner  
Introduction to Photography: Intermediate

#### Stage 2 Courses

Black & White Photography  
Advanced Digital Photography  
Photographing People  
Landscape Photography  
Documentary Photography

### Which photography course should I study first?

If you are interested in our photography courses, your study path must begin with two Stage 1 courses, Introduction to Photography: Beginners and Introduction to Photography: Intermediate. Both courses can be undertaken using either 35mm SLR or any digital camera with manual controls.

Following Introduction to Photography: Beginners & Intermediate, we advise students to take a stage 2 course; either a darkroom course, Black & White Photography, or Advanced Digital Photography if a digital route is chosen, otherwise any of the others can be undertaken in either a conventional photographic, or digital medium.

Please note, students studying Stage 2 courses using a digital medium, must have access to their own digital equipment, as no computer support can be offered for these courses (except for Advanced Digital Photography).

### Is it essential to complete an Introduction course before undertaking other photography courses?

In most cases we do recommend beginning with our Introduction courses. They are ideal for absolute beginners, but they are also essential courses for those who would like to learn how to process and print their own black & white images, brush up their skills, or digitally process their work using Adobe Photoshop.

The Beginners course will teach you about camera functions, placing focus, capturing movement and demystify all those menus. As well as technical input, both courses will introduce you to the creative side of photography by examining the work of other photographers, understanding composition and using different lighting conditions. The Intermediate course will introduce you to the basics of film processing and printing techniques in the darkroom and provide an introduction to Adobe Photoshop to process your images.

On completion of the Introduction to Photography courses, you will be able to continue your photographic work by undertaking further courses and workshops.

The Introduction courses are recommended for beginners and those looking to refresh their skills. For more information or to discuss the required prerequisite knowledge, please contact Ffotogallery Education on [education@ffotogallery.org](mailto:education@ffotogallery.org)

## **Do I need to have a camera before the course starts?**

For Introduction to Photography Beginners & Intermediate, you will need a basic 35mm SLR camera or any model of digital camera with manual functions. We do not recommend particular models, but you should try to get a camera with as many fully manual functions as possible, such as manual focus and manual exposure control.

If you are unsure about the camera you have, or have questions regarding purchasing a camera, you can wait until the course starts and ask your tutor for advice.

## **How many places are on each course?**

We enrol 12 students per course. This small number ensures a friendly environment and plenty of time for discussion with your tutor.

## **What do I need to bring to the first session?**

Always bring a pen and notebook, as every session will be full of interesting information. If you have a camera please bring that along too. If you don't own a camera and would like guidance about what to get, your tutor will be happy to advise you. After the first session, the tutor will advise as to what materials you will need for the rest of the course.

## **What do you supply?**

Ffotogallery supplies all the chemicals and equipment required for film/digital processing and printing.

As a student you will be asked to provide film and printing paper. You will also be asked to keep a workbook full of notes and exercises. Please don't provide any of this on the first session, as your tutor will advise you about the specifications and most cost effective materials to purchase.

## **Is there a minimum age for signing up to a course?**

The minimum age for enrolling on any of our accredited courses is 18. There is no upper age limit. We do offer a number of non-accredited workshops which are available to under 18s. See 'Learn' for more information.

## **Accessibility**

Our courses take place at the Arts Academy on Trade Street, on the Ground and 2nd floors. The classrooms are fully accessible and parking is available to students.

If you have any queries or requirements regarding access, please contact Ffotogallery on [education@ffotogallery.org](mailto:education@ffotogallery.org) and we will strive to accommodate your needs.

## **How do I book a place?**

To book a place on any of our accredited courses you will need to fill out an enrolment form and make the course payment. Places will not be confirmed until both are received. We recommend early booking, as classes are limited to 12 participants. Please note that Ffotogallery cannot reserve places without full payment.

### **Enrol Online**

You can fill out our enrolment form and make an online payment. Online payments are £207/£223 to include Paypal fees.

### **Enrol by Post**

Our enrolment form can be requested by emailing [education@ffotogallery.org](mailto:education@ffotogallery.org). The form can be printed and completed by hand and returned by post along with a cheque for £200/£215 payable to Ffotogallery Wales Ltd. Please post your enrolment to:

Ffotogallery Education, Turner House, Plymouth Road, Penarth CF64 3DH

## Accreditation

Each of our courses is accredited by Cardiff Metropolitan University to the value of 20 Higher Education credits. In order to receive the accreditation, students will need to submit their work at the end of the term and achieve a Pass grade. Students who wish to receive an accreditation are subject to pay an additional fee of £40.

Students who have successfully completed three courses and obtained 60 HE credits can now apply for a Continuing Education Award: Photography and Digital Media (60 credits) issued by Cardiff Metropolitan University.

Students who have successfully completed six courses and obtained 120 HE credits can now apply for a Continuing Education Award: Photography and Digital Media (120 credits) issued by Cardiff Metropolitan University.

This can include any of the following courses

Introduction to Photography 1  
Introduction to Photography 2

Black & White Photography  
Advanced Digital Photography

Landscape Photography  
Documentary Photography  
Photographing People

## Proof of Accreditation

After successful completion of each of our courses, Cardiff Metropolitan University will send those students an acknowledgement of credits gained in the form of a transcript. Recent changes mean that formal certificates are no longer available, however we can produce in-house certificates on request.

## Do I have to submit my work?

It is not compulsory to submit your work. Only if you wish to receive the accreditation and marks/feedback will you need to submit.

## Cancellations and refunds

The information provided is correct at the time of printing, however changes may occasionally be necessary due to circumstances beyond our control. If there are insufficient numbers of students for the course to run prior to the start of the course, Ffotogallery reserve the right to cancel the course and a full refund will be given. Ffotogallery are not liable for any consequential loss. In the event of the course already being full when you apply, we will return your payment to you.

If you decide not to attend the course prior to its start but have already paid for it, written notification must be received at least 10 working days prior to the beginning of the course and we will then organise a refund. Please note that it might take up to 6 weeks to process.

If you decide to cancel your place on the course within 10 working days prior to the course start date, we will not be able to issue a refund. If you leave the course once it has started, we are not able to issue a refund. If you have enrolled onto the wrong course, we are not able to issue a refund. Transfers to another course or another term are not possible.

**Upon completion of the enrolment form you are agreeing to the above-mentioned terms and conditions.**