

*NATIONAL SKILLS
QUALIFICATION*

(NSQ)

*PHOTOGRAPHY AND
CINEMATOGRAPHY*

NIGERIAN SKILLS QUALIFICATION

QCF LEVEL 1- PHOTOGRAPHY & CINEMATOGRAPHY

GENERAL INFORMATION

QUALIFICATION PURPOSE

This qualification is aimed at developing competence in developing Camera Assistant across different platforms. The focus is on generic and language training, personal development and workplace experience.

QUALIFICATION OBJECTIVES

To achieve this qualification, the photographer should be able to:

- Demonstrate the knowledge of Health and Safety in Photography/Cinematography
- Understand the Basic Communication in Photography/Cinematography
- Understand the Knowledge of History of Photography/Cinematography
- Understand the knowledge of Basic Introduction of Photography/Cinematography
- Demonstrate the Knowledge of Equipment Handling
- Understand the basic knowledge of Photography/Cinematography tools and equipment
- Demonstrate basic knowledge of camera operation
- Demonstrate the basic knowledge of post production
- Demonstrate the basic knowledge of Cinematography Production
- Demonstrate the basic knowledge of Image Production

Mandatory Units

S/N o /Uni t No	Reference Number	NOS Title	Credit Value	Guided Learning Hours	Remark
1	SVC/PHC/1/001	Health, Safety and Environmental Best Practices	4	40	Level 2
2	SVC/PHC/1/002	Basic Communication	3	30	Level 2
3	SVC/PHC/1/003	History of Photography/Cinematography	3	30	Level 2
4	SVC/PHC/1/004	Introduction to Photography/Cinematography	5	50	Level 2
5	SVC/PHC/1/005	Equipment Handling	7	70	Level 2
Total			22	220	

Optional Units

S/No /Unit No	Reference Number	NOS Title	Credit Value	Guided Learning Hours	Remark
Total					

GUIDE

Unit title	Provides a clear explanation of the content of the unit.
Unit number	The unique number assigned to the unit.
Unit reference	The unique reference number given to each unit at qualification approval by NBTE
Unit level	Denotes the level of the unit within the National Vocational Qualification framework NSQF.
Unit credit value	The value that has been given to the unit based on the expected learning time for an average learner. 1 credit = 10 learning hours
Unit aim	Provides a brief outline of the unit content.
Learning outcome	A statement of what a learner will know, understand or be able to do, as a result of a process of learning.
Assessment criteria	A description of the requirements a learner must achieve to demonstrate that a learning outcome has been met.
Unit assessment guidance	Any additional guidance provided to support the assessment of the unit.
Unit guided learning hours	The average number of hours of supervised or directed study time or assessment required to achieve a qualification or unit of a qualification.

Qualification: PHOTOGRAPHY AND CINEMATOGRAPHY

QCF level: 1

Credit value: 22

Guided learning hours: 220

Level Purpose:

At the end of the Units within, the Learner should be able to:

1. Know the basic safety and health requirements in a workplace;
2. Understand the basic communication skills.
3. Understand the history aspect of photo/cinematography;
4. Understand the key stages in the evolution of photo/cinematography;
5. Understand the basic concept of photo/cinematography;
6. Understand the development and impact of photo/cinematography;
7. Demonstrate how to handle photo/cinematography equipment;

Level assessment requirements/evidence requirements

There are five (5) compulsory units (i.e. units 1,2,3,4 and 5) in this level to enable the learner to qualify for QCF Level 1 in Photography and Cinematography.

The evidence required in this level includes:

1. Questioning
2. Direct Observation of the learner's performance
3. Recognition of Prior Learning and experience
4. Planning
5. Authentic statement/Witness testimony
6. Personal statement/reflective account.
7. Product of the learners work.

Unit1: Occupational Health and Safety

Unit reference number: SVC/PHC/1/001

QCF level: 1

Credit value: 3

Guided learning hours: 30

Unit Purpose:

This unit specifies the competencies required to demonstrate understanding of safe work practices. It involves learning about workplace safety, correct use of signs and symbols, identifying and reducing risks of hazards in the work environment and knowing how to protect self from the effects of gaseous, liquid and solid substances;

Unit assessment requirements/ evidence requirements:

Assessment must be carried out in real workplace environment in which learning and human development is carried out.

Assessment methods to be used include:

1. Direct Observation/oral questions (DO)
2. Question and Answer (QA)
3. Role playing

UNIT 01: OCCUPATIONAL HEALTH AND SAFETY

LEARNING OBJECTIVE (LO) The learner will:		PERFORMANCE CRITERIA The learner can:	Evidence Type	Evidence Ref. Page No.
LO 1: Demonstrate Safe working Practices and Instructions	1.1	Explain safe work practice and instructions		
	1.2	Identify safety signs and symbol		
	1.3	Use signs and symbols correctly		
	1.4	Carry out safe work practices and instructions		
	1.5	Work in accordance with health and safety best practices		
LO 2: Demonstrate Understanding of Safety Hazards and risks	2.1	Identify work environment hazards		
	2.2	State methods to reduce the risk of these hazards		
	2.3	Identify Personal Protection Equipment (PPE)		
	2.3	State methods to resolve an occurring environmental hazard		
LO 3: Possess the ability to take appropriate actions during accident/injury	3.1	Identify basic first aid equipment		
	3.2	State how to maintain hygienic, safe and secure workplace.		
	3.3	State the uses of safety equipment in a workplace as required.		
LO 4: Demonstrate safe work habit and clean work environment	4.1	Use safe access and exit routes in the work environment		
	4.2	Dispose all wastes appropriately to designated waste facilities		
	4.3	Explain methods of resource conservation (Eg. Water, Energy etc)		

Learners Signature:	Date:
Assessors Signature:	Date:
IQA Signature (if sampled)	Date:
EQA Signature (if sampled)	Date:

Unit 2: Communication and Interpersonal skills

Unit reference number: SVC/PHC/1/002

QCF level: 1

Credit value: 3

Guided learning hours: 30

Unit Purpose:

This unit specifies the competencies required to demonstrate good communication and interpersonal skills. It involves the ability to read and understand documented instructions and the ability to know how to communicate respectfully when in a bad mood or under pressure;

Unit assessment requirements/ evidence requirements:

Assessment must be carried out in real workplace environment in which learning and human development is carried out.

Assessment methods to be used include:

1. Direct Observation/oral questions (DO)
2. Question and Answer (QA)
3. Role playing

UNIT 02: COMMUNICATIONS AND INTERPERSONAL SKILL

LEARNING OBJECTIVE (LO)		PERFORMANCE CRITERIA	Evidence Type				Evidence Ref. Page No.			
The learner will:		The learner can:								
LO 1: Demonstrate knowledge of the importance of good communication	1.1	State reasons why good communication is important								
	1.2	List ways to communicate effectively								
	1.3	Exhibit patience and a mild demeanour while communicating with colleagues, managers and clients								
	1.4	Speak in a respectful manner								
	1.5	Use respectful body language								
	1.6	Interpret verbal communication accurately								
LO 2: Demonstrate ability to document and follow documented instructions	2.1	Read and accurately follow steps in a an instruction manual pertaining to any of the units in this course								
	2.2	Document information in the workplace (Eg: Receipt, Invoices, Reports)								
	2.3	Document Errors, solution, processes and reports								

Learners Signature:	Date:
Assessors Signature:	Date:
IQA Signature (if sampled)	Date:
EQA Signature (if sampled)	Date:

Unit 3: HISTORY OF PHOTOGRAPHY

Unit reference number: SVC/PHC/1/003

QCF level: 1

Credit value: 3

Guided learning hours: 30

Unit Purpose:

This unit standard specifies the competencies required to demonstrate knowledge in the history of the Photography/Cinematography, its social-economic importance, career opportunities and working conditions in Nigeria. This unit standard is intended for those who are interested in pursuing a career in photography and cinematography

Unit assessment requirements/evidence requirements

The unit requires the various assessment materials below;

1. Questioning
2. Observation
3. Planning
4. Prior Learning (Optional)
5. Product of the learner's work

Unit 3: HISTORY OF PHOTOGRAPHY

LO (Learning outcome)		Criteria:-	Evidence Type				Evidence Ref Page number			
LO 1 <i>Understand the structure of the photo/cinematography</i>	1.1	Describe the occupational areas within photo/cinematography								
	1.2	Explain the roles of the key participants/contributors in the photo/cinematography industry								
	1.3	State the employment characteristics within the photo/cinematography industry								
	1.4	Describe the legal and ethical responsibility within the photo/cinematography industry								
	1.5	Describe the market for the industry								
LO 2 <i>Know the Development and Impact of Photo/Cinematography</i>	2.1	Explain the impact and influence of the key stages of photo/cinematography imaging within society								
	2.2	Describe the career prospects of photo/cinematography								
	2.3	List the pioneers of photography and cinematography								
LO 3 <i>Understand the Key stages in the evolution of Photo/cinematography</i>	3.1	Explain the terms "Analog and Digital Camera"								
	3.2	Explain the strength and weakness of analog camera								
	3.3	Explain the strength and weakness of digital camera								
	3.4	Explain the differences between analog and digital cameras.								
	3.5									
LO 4	4.1									
	4.2									
	4.3									

Learners Signature:

Date:

Assessors Signature:

Date:

IQA Signature (if sampled)

Date:

EQA Signature (if sampled)

Date:

Unit 4: INTRODUCTION TO PHOTOGRAPHY/CINEMATOGRAPHY

Unit reference number: SVC/PHC/1/004

QCF level: 1

Credit value: 5

Guided learning hours: 50

Unit Purpose:

This unit standard specifies the competencies required to understand the basic concept of photography and cinematography.

Unit assessment requirements/evidence requirements

The unit requires the various assessment materials below;

1. Questioning
2. Observation
3. Prior Learning (Optional)
4. Product of the learner's work

Unit 4: INTRODUCTION TO PHOTOGRAPHY/CINEMATOGRAPHY

LO (Learning outcome)	Criteria:-	Evidence Type	Evidence Ref Page number
LO 1 <i>Understand the Basic Concept of Photography/Cinematography</i>	1.1	Define Photography	
	1.2	Define Cinematography	
	1.3	Explain the uses and benefits of Photography	
	1.4	Explain the uses and benefits of Cinematography	
	1.5	Explain the difference between photography and cinematography	
	1.6	Explain the difference between photo/cinematography and painting/drawings	
	1.7	Explain the difference between photo/cinematography and sculpture	
LO 2 <i>Understand the Basic tools of photography/cinematography</i>	2.1	Identify different types of camera.	
	2.2	Compare the of various camera types	
	2.3	Explain the benefits of various camera types	
	2.4	Compare the strength and weakness of each type	
	2.5	Identify the various camera parts	
	2.6	State the function of the various camera parts	
	2.7		
LO3 <i>Understand the qualities of a good photo/cinematographer</i>	3.1	Explain keep records of time. E.g, attendance register, time-in, time-out, etc	
	3.2	Identify designated learning environment and their uses, eg Studio, stage, etc	
	3.3	Explain Edit, search, preview and publish content online	
LO 4			

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Learners Signature:	Date:
Assessors Signature:	Date:
IQA Signature (if sampled)	Date:
EQA Signature (if sampled)	Date:

Unit 5: EQUIPMENT HANDLING AND MAINTENANCE

Unit reference number: SVC/PHC/1/005

QCF level: 1

Credit value: 7

Guided learning hours: 70

Unit Purpose:

This unit standard specifies the competencies required to demonstrate knowledge the careful handling and maintenance of gears and other tools, the delicate nature and cost implication of poor handling.

Unit assessment requirements/evidence requirements

The unit requires the various assessment materials below;

1. Questioning
2. Product of learner's work
3. Observation

LO (Learning outcome)		Criteria:-	Evidence Type				Evidence Ref Page number			
LO 1 <i>Demonstrate how to handle photographic/cinematographic equipment</i>	1.1	Fix the camera appropriately according to manufacturers specifications								
	1.2	Slot-in and remove the camera battery								
	1.3	Slot-in and remove camera storage device e.g Tapes, SD cards etc without causing damage to the component								
	1.4	Charge camera batteries until its readiness for use								
	1.5	Keep the camera and its accessories in their appropriate positions								
LO 2 <i>Demonstrate proper handling of lenses</i>	2.1	Mount and un mount the various types of lenses								
	2.2	Point the lens in the right direction when camera is not in use								
	2.3	Demonstrate how to clean and cover the lens when not in use								

	2.4	Demonstrate how to keep lenses in a safe and appropriate cabin												
LO 3 <i>Demonstrate the knowledge of basic camera support</i>	3.1	Identify the different types of supports eg, Mount, tripod, bipod, dollies, etc												
	3.2	Set up and manipulate the tripod for camera use												
	3.3	Dismantle the tripod after use												

Learners Signature:	Date:
Assessors Signature:	Date:
IQA Signature (if sampled)	Date:
EQA Signature (if sampled)	Date:

NIGERIAN SKILLS QUALIFICATION

QCF LEVEL 2- PHOTOGRAPHY & CINEMATOGRAPHY

GENERAL INFORMATION

QUALIFICATION PURPOSE

This qualification is aimed at developing competence in developing Camera Assistant across different platforms. The focus is on generic and language training, personal development and workplace experience.

QUALIFICATION OBJECTIVES

To achieve this qualification, the photographer should be able to:

- Demonstrate the knowledge of Health and Safety in Photography/Cinematography
- Understand the Basic Communication in Photography/Cinematography
- Understand the Knowledge of History of Photography/Cinematography
- Understand the knowledge of Basic Introduction of Photography/Cinematography
- Demonstrate the Knowledge of Equipment Handling
- Understand the basic knowledge of Photography/Cinematography tools and equipment
- Demonstrate basic knowledge of camera operation
- Demonstrate the basic knowledge of post production
- Demonstrate the basic knowledge of Cinematography Production
- Demonstrate the basic knowledge of Image Production

Mandatory Units

S/N o /Uni t No	Reference Number	NOS Title	Credit Value	Guided Learning Hours	Remark
1	SVC/PHC/2/001	Basic Photography/Cinematography Tools and Equipment	7	70	Level 2
2	SVC/PHC/2/002	Basic knowledge of Camera Operation	6	60	Level 2
3	SVC/PHC/2/003	Introduction to Post Production	6	60	Level 2
4	SVC/PHC/2/004	Introduction to Cinematography Production	6	60	Level 2
5	SVC/PHC/2/005	Introduction to Basic Image Production	6	60	Level 2
Total			31	310	

Optional Units

S/No /Unit No	Reference Number	NOS Title	Credit Value	Guided Learning Hours	Remark

GUIDE

Unit title	Provides a clear explanation of the content of the unit.
Unit number	The unique number assigned to the unit.
Unit reference	The unique reference number given to each unit at qualification approval by NBTE
Unit level	Denotes the level of the unit within the National Skills Qualification framework NSQF.
Unit credit value	The value that has been given to the unit based on the expected learning time for an average learner. 1 credit = 10 learning hours
Unit aim	Provides a brief outline of the unit content.
Learning outcome	A statement of what a learner will know, understand or be able to do, as a result of a process of learning.
Assessment criteria	A description of the requirements a learner must achieve to demonstrate that a learning outcome has been met.
Unit assessment guidance	Any additional guidance provided to support the assessment of the unit.
Unit guided learning hours	The average number of hours of supervised or directed study time or assessment required to achieve a qualification or unit of a qualification.

Qualification: PHOTOGRAPHY AND CINEMATOGRAPHY

QCF level: 2

Credit value: 31

Guided learning hours: 310

Level Purpose:

At the end of the Units within, the Learner should be able to:

1. Understand the use of tools materials and equipment used in photo/cinematography;
2. Know how to shoot a video with DSLR;
3. Know image capture preparation
4. Demonstrate the knowledge image production and manipulation
5. Demonstrate the knowledge of image production

Level assessment requirements/evidence requirements

There are five (5) compulsory units (i.e. units 1,2,3,4 and 5) in this level to enable the learner to qualify for QCF Level 2 in Photography and Cinematography.

The evidence required in this level includes:

1. Questioning
2. Direct Observation of the learner's performance
3. Recognition of Prior Learning and experience
4. Planning
5. Authentic statement/Witness testimony
6. Personal statement/reflective account.
7. Product of the learners work.

Unit 1: BASIC PHOTOGRAPHY/CENIMATOGRAPHY TOOLS AND EQUIPMENT

Unit reference number: SVC/PHC/2/001

QCF level: 2

Credit value: 7

Guided learning hours: 70

Unit Purpose:

The aim of this unit is to enable the candidate to familiarise themselves with equipment and materials available in the photo and video industry. It includes operating equipment and using materials in order to produce a range of photo images.

Unit assessment requirements/ evidence requirements:

Assessment must be carried out in real workplace environment in which learning and human development is carried out.

Assessment methods to be used include:

4. Direct Observation/oral questions (DO)
5. Question and Answer (QA)
6. Role playing

Unit 2: BASIC CAMERA OPERATIONS AND IMAGE CAPTURE

Unit reference number: SVC/PHC/2/002

QCF level: 2

Credit value: 6

Guided learning hours: 60

Unit Purpose:

This unit standard specifies the competencies required to introduce the learner to the basics of photo image capturing. The knowledge acquired by the learner will enable them to understand how photographic work is prepared, organised, carried out and concluded.

Unit assessment requirements/ evidence requirements:

Assessment must be carried out in real workplace environment in which learning and human development is carried out.

Assessment methods to be used include:

4. Direct Observation/oral questions (DO)
5. Question and Answer (QA)
6. Role playing

Unit 3: INTRODUCTION TO IMAGE POST PRODUCTION

Unit reference number: SVC/PHC/2/003

QCF level: 2

Credit value: 6

Guided learning hours: 60

Unit Purpose:

This unit standard specifies the competencies required to introduce the learner to the basics of photo image capturing. The knowledge acquired by the learner will enable them to understand how photographic work is prepared, organised, carried out and concluded.

Unit assessment requirements/ evidence requirements:

Assessment must be carried out in real workplace environment in which learning and human development is carried out.

Assessment methods to be used include:

1. Direct Observation/oral questions (DO)
2. Question and Answer (QA)
3. Role playing

UNIT 3: INTRODUCTION TO IMAGE POST PRODUCTION

LEARNING OBJECTIVE (LO)		PERFORMANCE CRITERIA	Evidence Type				Evidence Ref. Page No.			
The learner will:		The learner can:								
LO 1: Understand Applications, and basic work flow	1.1	List editing applications software.								
	1.2	List the functions of each application software								
	1.3	List the limitation of each application software								
	1.4	Explain the system requirements for the application installation								
	1.5	Install application software for use								
	1.6	Explain basic trouble shooting technique								
LO 2: Demonstrate the basic use of Lightroom for conversion raw files to jpeg	2.1	Identify the basic components of lightroom application								
	2.2	Explain the function of the lightroom components								
	2.3	List the steps for Image exposure adjustment								
	2.4	Describe image colour temperature adjustment								
	2.5	Identify image highlight and shadows adjustment								
	2.6	Describe image saturation adjustment								
	2.7	Demonstrate image export								
	2.8	Identify the file format available for export								
LO 3: Understand the basic use of photoshop for image editing	3.1	Identify the basic components of Photoshop application								
	3.2	Import image into application								
	3.3	Explain how to work with layers								
	3.3	List the photoshop tools								
	3.4	List the functions of the tools								
	3.5	Identify the file format available for photoshop application								

Unit 4: INTRODUCTION TO CINEMATOGRAPHY PRODUCTION

Unit reference number: SVC/PHC/2/004

QCF level: 2

Credit value: 6

Guided learning hours: 60

Unit Purpose:

This unit standard specifies the competencies required to demonstrate the understanding of shooting a video with a DSLR camera in video mode. It includes acquiring, reviewing and converting digital video images ready for editing.

Unit assessment requirements/ evidence requirements:

Assessment must be carried out in real workplace environment in which learning and human development is carried out.

Assessment methods to be used include:

1. Direct Observation/oral questions (DO)
2. Question and Answer (QA)
3. Role playing

UNIT 4: INTRODUCTION TO CINEMATOGRAPHY PRODUCTION

LEARNING OBJECTIVE (LO)		PERFORMANCE CRITERIA	Evidence Type				Evidence Ref. Page No.				
The learner will:		The learner can:									
LO 1: Demonstrate the basic set up for DSLR	1.1	Identify the camera mode selector for video with DSLR camera									
	1.2	Identify the features available on a DSLR camera to enhance video function									
		Explain the use of available features on a DSLR camera									
	1.3	Identify available audio accessory to record high-quality sound with DSLR camera									
	1.4	Explain how manipulating the picture style can affect the image									
	1.5	Describe available image compression format for recording video with a DSLR camera									
	1.6	Explain different image storage devices for a DSLR camera									
	1.7	Explain difference between global shutter/rolling shutter and how they affects camera operation									
LO 2: Understand the use of different lenses using a DSLR camera for shooting video	2.1	Describe different types of lenses available for use in shooting video with a DSLR camera									
	2.2	Describe the focus issues that occur as a result of shallower depth of field									
	2.3	Identify/use manual focus to double-check or change focal lengths when recording with a DSLR camera									
	2.4	Identify how to zoom in/out with the camera lens during recording, in order to have better footage stabilization									
LO 3: Demonstrate basic video recording with a DSLR Camera	3.1	Use an elastic and when panning shots									
	3.2	Compose a better frame before/when recording with a DSLR camera									
	3.3	Press record button to record a footage with a DSLR camera									
	3.4	Playback a recorded footage in-order to be sure everything is alright									
	3.5	Press stop button to finish									
	3.6	Evaluate the simple method use in recording video									

Unit 5: INTRODUCTION TO BASIC IMAGE PRODUCTION

Unit reference number: SVC/PHC/2/005

QCF level: 2

Credit value: 6

Guided learning hours: 60

Unit Purpose:

The aim of this unit is to provide the learner with photo imaging printing techniques. It includes setting up and operating photo imaging equipment, using techniques and correct procedures to produce a final image following safe working practices.

Unit assessment requirements/ evidence requirements:

Assessment must be carried out in real workplace environment in which learning and human development is carried out.

Assessment methods to be used include:

1. Direct Observation/oral questions (DO)
2. Question and Answer (QA)
3. Role playing

UNIT 5: INTRODUCTION TO BASIC IMAGE PRODUCTION

LEARNING OBJECTIVE (LO)		PERFORMANCE CRITERIA	Evidence Type				Evidence Ref. Page No.			
The learner will:		The learner can:								
LO 1: Know the Image production based on chemical principle	1.1	Explain the traditional method of image production e.g. film development/printing of negatives								
	1.2	Explain the chemical procedures involved in analogue photography								
	1.3	Discuss the advantages of analogue storage and reproduction								
	1.4	Explain the differences between chemical/digital photo processing								
LO 2: Understand the use of digital storage devices to capture/record images	2.1	Identify the various digital storage devices available								
	2.2	Identify the storage capacity of the various storage devices								
	2.3	Slot in and remove storage devices into and from camera								
	2.4	Explain the strength and weakness of SD Cards etc. compared to chemical based reproduction/storage system i.e. cracks, loss, capacity, virus etc.								
LO 3: Understand the computer as a most fundamental factor in accessing and reproducing images on digital storage facilities	3.1	Explain the various types of computers e.g. laptop, desktop etc.								
	3.2	State the features of a computer								
	3.3	Describe parts of the computer needed for image previewing and reproduction								
	3.4	Explain how to Slot in the storage device into the computer								
	3.5	Access the images stored in the computer								
	3.6	Mention the various software needed for editing and reproduction								
	3.7	Install and uninstall software on the computer								

LEARNING OBJECTIVE (LO) The learner will:		PERFORMANCE CRITERIA The learner can:	Evidence Type				Evidence Ref. Page No.				
LO 4: Understand the process of producing photo images	4.1	Describe the characteristics of the different photo printing methods									
	4.2	Outline advantages & disadvantages of the different photo printing methods									
	4.3	Describe the process of printer calibration									
	4.4	Outline test print procedures									
	4.5	List different photo printing techniques									
	4.6	Describe the process of producing printed images									
	4.7	Identify basic photo printing problems									

Learners Signature:	Date:
Assessors Signature:	Date:
IQA Signature (if sampled)	Date:
EQA Signature (if sampled)	Date:

TEAM MEMBERS

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