



Unit title	Assist with the Running of an Ongoing Production
SQA code	H6J2 04
SCQF level	6
SCQF credit points	4
SSC ref	COM36

History of changes

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Version number	Date	Description	Authorised by
02	20/11/2014	Update to Unit assessment information.	Qualifications Officer

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Title		Assist with the Running of an Ongoing Production	
Learning Outcomes		Assessment Criteria	
The learner will:		The learner can:	
1	Know how to confirm instructions regarding an ongoing production.	1.1	Summarise the importance of gaining confirmation of the production requirements.
		1.2	Describe how to agree on roles and responsibilities.
		1.3	Summarise the pre-performance checks that need to be implemented.
		1.4	Describe how to use documented information to ensure that all components are correctly positioned at the right time.
		1.5	Define the limits of their authority when responding to problems.
		1.6	Explain the cue procedure used.
		1.7	Describe how show reports should be completed.
2	Know how to communicate the requirements of an ongoing production.	2.1	Describe the information requirements of different production team members including: <ul style="list-style-type: none"> ◆ team members ◆ line managers
		2.2	Explain how clear instructions can be given.
		2.3	State the importance of confirming peoples understanding of information provided.
		2.4	Describe how confirmation of understanding of instructions can be gained.

Learning Outcomes	Assessment Criteria
The learner will:	The learner can:
<p>3 Be able to prepare for a production.</p>	<p>3.1 Prepare stage areas disposing of all unwanted debris.</p> <p>3.2 Locate scenic components according to plot.</p> <p>3.3 Pack scenic components in the performance order.</p> <p>3.4 Check the condition of scenic elements</p> <p>3.5 Implement action to correct damage to scenic elements.</p> <p>3.6 Report identified problems with scenic elements to the appropriate people.</p> <p>3.7 Monitor the condition of scenic elements during performances.</p>

Learning Outcomes	Assessment Criteria
The learner will:	The learner can:
<p>4 Be able to control the performance.</p>	<p>4.1 Respond promptly to the cue procedure.</p> <p>4.2 Move scenic components in response to cues.</p> <p>4.3 Locate scenic components in the correct dead positions.</p> <p>4.4 Move scenic components in a smooth and controlled way.</p> <p>4.5 Move scenic components without the use of reverse movement.</p> <p>4.6 Inform relevant people of any changes to the timing of cues and backstage calls.</p> <p>4.7 Prompt performers when required.</p> <p>4.8 Monitor the performance to ensure that cues are provided at the right time and in the correct sequence.</p> <p>4.9 Provide company calls for the next performance according to organisational procedures.</p> <p>4.10 Compile accurate show reports.</p>

Additional information about the Unit
Unit purpose and aim(s)
This Unit aims to assess the learners' ability to assist with the production and running of a performance as part of an on-going production. This includes the control of scenery, working with team members and the implementation of cues.
Details of the relationship between the Unit and relevant national occupational standards (if appropriate)
Developed from Creative and Cultural Skills National Occupational Standards
Details of the relationship between the Unit and other standards or curricula (if appropriate)
N/A
Assessment requirements specified by a sector or regulatory body (if appropriate)
N/A

Assessment (evidence) Requirements

Assessors must ensure that learners provide evidence to cover all the Learning Outcomes and Assessment Criteria.

This Unit is designed to assess the skills of learners in the workplace. Evidence of occupational competence should be generated and collected through performance in workplace conditions. This includes the knowledge-based Learning Outcomes and Assessment Criteria of the competence Units.

These conditions would be those typical to the learner's normal place of work. The evidence collected under these conditions should also be as naturally occurring as possible. It is accepted that not all employees have identical workplace conditions and therefore there cannot be assessment conditions that are identical for all learners. However, assessors must ensure that, as far as possible, the conditions for assessment should be those under which the learner usually works.

Collection of evidence of performance can be used to substantiate, support and expand the evidence base for competent performance. This may include:

- ◆ Observation
- ◆ Product and photographic evidence
- ◆ Relevant active documentation, reports, presentations

Performance Evidence: Observation

Observation of performance at work. Assessors must provide information about the context of the assessment.

Performance Evidence: Products

Work products (such as reports, letters, memos, printouts, presentations, etc) are valuable items of performance evidence. Assessors are encouraged to assess work products and record the location of evidence within their assessment records. Assessment centres using 'paperless portfolios' should first discuss their approach to assessment with their awarding body.

Guidance on Methods/Instruments of Assessment

This Unit is designed to assess the knowledge of learners in the workplace. Learning Outcomes may be assessed by a work-based assessment or by observation/product evidence/witness testimony. Online assessment may also be used. The collection of supplementary evidence of performance can be used to further substantiate, support and expand the evidence base for competent performance where this is necessary. This may be required depending on the size of the organisation in which the learner is working.

Supplementary evidence may include:

- ◆ Questioning
- ◆ Professional discussion
- ◆ Witness testimony
- ◆ Other valid evidence which relates directly to learner performance

Guidance on Methods/Instruments of Assessment (cont)

Supporting Evidence: Questioning

Assessment by observation and examination of work products usually results in inferred knowledge. As a result, questions should only be asked to fill gaps where knowledge is not explicit. This style of assessment still requires the assessor to confirm how knowledge and understanding has been addressed but avoids over assessment of the learner.

Questioning includes: verbal and written questioning, questionnaires, work based tasks, reflective accounts, case studies, professional discussion and feedback reports.

Supporting Evidence: Professional Discussion

Professional discussion is a single, or series of structured, planned and in-depth discussions which can be recorded electronically or manually in paper, computer, audio or video files. Professional discussions can be used to support observation reports, examination of work products and knowledge questionnaires. It is more usually used to fill in gaps in existing performance and knowledge evidence. It can be used formatively and summatively, and using it enhances the assessment process for both learners and assessors.

Professional discussion is used in holistic assessment, which is rigorous, informative and cost-effective, provided the learner is competent in their job role and ready to be assessed. If these conditions are met, assessors can plan to assess naturally-occurring 'evidence-rich' opportunities at work by observation, examination of work products, professional discussion and questioning knowledge within one assessment session. It is also possible for assessors to obtain witness testimonies at the same assessment session. Such a comprehensive activity is likely to focus on major work activities that demonstrate learner competence.

Supporting Evidence: Witness Testimony

Witness testimony can provide valuable evidence of learner competence. In line with established principles it must be:

- ◆ a clear, authentic statement indicating how the learner carries out their job
- ◆ dated, signed and include the job title of the witness

Supporting Evidence: Other qualifications

Other qualifications can be used as supporting evidence in a learner's portfolio. The qualification must be current and be benchmarked to one or more of the national occupational standards. However, it will only be supporting evidence, as assessors must still make judgements about how the learner demonstrates competence at work.

SQA's Guide to Assessment provides information on appropriate instruments of assessment. This guide is designed to provide support for everyone who assesses for SQA qualifications. It looks at the principles of assessment, and brings together information on assessment in general as well as on best practice in assessment.

The *Guide to Assessment* can be downloaded free from SQA's website www.sqa.org.uk.

Creative and Cultural Skills Assessment Strategy also supports the assessment of this Unit.