

Higher National Unit Specification

General information for centres

Unit title: Radio Production 2: Producing Programmes in a Range of Styles

Unit code: D7XP 35

Unit purpose: This Unit is designed to allow the candidate to develop the skills necessary to plan and produce radio programmes in a range of styles.

On completion of the Unit the candidate should be able to:

1. Produce a live radio programme combining words and music for a given audience
2. Produce a recording in a given radio broadcasting style
3. Contribute creatively and technically to the making of a radio magazine programme to an agreed brief

Credit value: 2 HN Credit(s) at SCQF level 8: (16 SCQF credit points at SCQF level 8)

SCQF (the Scottish Credit and Qualifications Framework) brings Scottish qualifications into a single framework of 12 levels ranging from SQA Access 1 to doctorates. The SCQF includes degrees; HNC/Ds; SQA National Qualifications; and SVQs. Each SQA Unit is allocated a number of SCQF credit points at a specific level. 1 SCQF point = 10 hours of learning. HN candidates are normally expected to input a further number of hours, matched to the credit value of the Unit, of non-contact time or candidate-led effort to consolidate and reinforce learning.

Recommended prior knowledge and skills: Access to this Unit is at the discretion of the centre, but it would be beneficial if the candidate had competence in understanding the categories and style of radio broadcasting and in producing a short recording in one style, as shown by possession of HN Unit D7M2 34 *Radio Production 1: Analysing and Producing Radio Programmes*, or similar qualifications or experience.

Core skills: There may be opportunities to gather evidence towards core skills in this Unit, although there is no automatic certification of core skills or core skills components.

Context for delivery: If this Unit is delivered as part of a group award, it is recommended that it should be taught and assessed within the subject area of the group award to which it contributes.

Assessment: The assessments, which are all practical, will involve the production of three separate recordings. For Outcomes 1 and 2 the candidate will work on his/her own but for Outcome 3 the candidate will be assessed as a participant in a group activity.

Higher National Unit specification: statement of standards

Unit title: Radio Production 2: Producing Programmes in a Range of Styles

The sections of the Unit stating the Outcomes, knowledge and/or skills, and evidence requirements are mandatory.

Where evidence for Outcomes is assessed on a sample basis, the whole of the content listed in the knowledge and/or skills section must be taught and available for assessment. Candidates should not know in advance the items on which they will be assessed and different items should be sampled on each assessment occasion.

Outcome 1

Produce a live radio programme combining words and music for a given audience

Knowledge and/or skills

- Selecting content for a particular purpose and audience
- Organising content logically and structuring a radio programme
- Appreciating the importance of sound recording levels
- Operating stand-alone recording equipment
- Operating equipment in a radio studio
- Logging music for a particular programme

Evidence requirements

The candidate will need to demonstrate his/her knowledge by planning and producing a live programme lasting about 15 minutes for a given audience. The candidate should:

- produce a plan for a programme which is suitable for the audience
- select music which is suitable for the audience
- log the musical items correctly
- operate the studio equipment effectively without technical help
- create a programme which implements the plan
- create a programme which is within 5% of the required length
- create a programme which is technically competent, which avoids “dead air”, and in which sound levels are maintained throughout.

While the Outcome requires the production of a live radio programme, the plan, the log and a recording of the programme should be retained as evidence. As this is a live programme no opportunity should be given for post-production editing.

Higher National Unit specification: statement of standards (cont)

Unit title: Radio Production 2: Producing Programmes in a Range of Styles

Assessment guidelines

The candidate will be given a practical assignment which involves the planning and production of a live radio programme combining words and music for a given audience. The candidate is not required to participate, although he/she may do so, but he/she should plan it and should act as producer. One possibility is a DJ style presentation in a self-operating environment. As the programme is 'live', there should be no post-production allowed. Candidates who do not achieve a satisfactory standard should be given an opportunity for reassessment of the entire programme. The required length of the programme should be stated as an exact number of minutes. The subject matter and the audience for the programme may be negotiated with the candidate. The plan for the programme and the log of the music used should form part of the assessment evidence.

Outcome 2

Produce a recording in a given radio broadcasting style

Knowledge and/or skills

- An understanding of a variety of broadcasting styles
- Writing a radio script
- Recording own voice
- Using varied pitch and pace
- Using a microphone
- Presenting a recording for a radio programme
- Operating equipment in a radio studio
- Editing a programme for broadcasting

Evidence requirements

The candidate will need to demonstrate his/her knowledge by scripting, producing and participating in a radio broadcast of a minimum of fifteen minutes in a particular style. He/she must ensure that:

- the script produced is appropriate to the given broadcasting style
- his/her own voice input is effective and clear with reference to use of the microphone and to articulation, breath control, pitch, pace and intonation
- the final recording is technically effective, accurately timed, correctly labelled, correctly furnished with leader tape, if appropriate, and follows the script.

The script and the recording should be retained as evidence.

Higher National Unit specification: statement of standards (cont)

Unit title: Radio Production 2: Producing Programmes in a Range of Styles

Assessment guidelines

The candidate will be given a practical assignment which involves scripting, producing and participating in a radio broadcast in a given style. For the Outcome it is essential that the candidate participates in the broadcast. As the broadcast is not 'live', post-production editing is permitted, although not required. Timing should be exact, since post-production work is permitted. Productions which employ post-production techniques will be expected to be technically effective in that respect as in all others. Reassessment could focus on the latter stages of the process where that aspect is not of the standard required. Alternatively, the candidate may be offered the opportunity for reassessment of the entire programme.

Outcome 3

Contribute creatively and technically to the making of a radio magazine programme to an agreed brief

Knowledge and/or skills

- The creative and technical roles undertaken by broadcasters
- Implementing these roles
- Presenting a recording for a radio programme
- Operating equipment in a radio studio
- Editing a programme for broadcasting

Evidence requirements

The candidate will need to demonstrate his/her skills by taking part in the making of a radio magazine programme, lasting a minimum of 20 minutes, to an agreed brief. The candidate should:

- participate effectively in planning meetings
- adopt one or more roles
- implement the agreed role(s) fully
- contribute to the production of a final recording which is technically competent, correctly labelled, is correctly furnished with leader tape, if appropriate, and implements the brief
- keep a log of his/her activities in the course of making the programme

The log and the completed recording should be retained as evidence.

Higher National Unit specification: statement of standards (cont)

Unit title: Radio Production 2: Producing Programmes in a Range of Styles

Assessment guidelines

The candidate will be given a practical assignment which involves working in a group to make a radio magazine programme to an agreed brief. The essential element of Outcome 3 is that candidates adopt and maintain the roles that they have selected in the initial meeting of the group. In order to ensure that this is the case, and that the group is not 'carried' by one or two people, it is desirable that each candidate maintains a log his/her activities. Thus, it should be clear which members of the group have achieved the Outcome. As the broadcast is not 'live', post-production editing is permitted, although not required. Productions which employ post-production editing will be expected to be technically effective in that respect as in all others. The subject matter and the audience for the programme may be negotiated with the group, but the programme would be expected to be complex – a DJ style presentation would not, for example, be considered appropriate.

Administrative Information

Unit code: D7XP 35

Unit title: Radio Production 2: Producing Programmes in a Range of Styles

Superclass category: KA

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Higher National Unit specification: support notes

Unit title: Radio Production 2: Producing Programmes in a Range of Styles

This part of the Unit specification is offered as guidance. The support notes are not mandatory.

While the exact time allocated to this Unit is at the discretion of the centre, the notional design length is 80 hours.

Guidance on the content and context for this Unit

The Unit is designed to extend the basic technical skills learned in HN Unit D7M2 34 *Radio Production 1: Broadcasting Styles and Production* while using the theoretical knowledge acquired in that Unit about styles of presentation in relation to audience needs. Where candidates have not undertaken HN Unit D7M2 34 *Radio Production 1: Broadcasting Styles and Production*, they will build on other practical experience. In all Outcomes, the programmes should be made by the candidate without technical assistance, although this may be available in the case of emergency or breakdown of equipment. The programmes made for each of the outcomes should be as different as possible, to allow candidates to experience the range of broadcasting styles. It is desirable that candidates have experience in manual editing, but they should also be given the opportunity to use digital editing, and should be encouraged to use the method with which they feel most comfortable in completing the assignments.

Guidance on the delivery and assessment of this Unit

Centres offering this Unit must have access to a radio studio.

While Outcome 1 requires the production of a live radio programme, the plan, the log and a recording of the programme should be retained as evidence.

As this is a live programme, no opportunity should be given for post-production.

Candidates who undertake this Unit should have competence in using the microphone, in operating the radio studio and in editing, either manually or using a computer, before they start the Unit. The teaching should therefore concentrate on the scripting of programmes, the accuracy of timing, the presentation of recordings for broadcast and the roles of the production team. The candidate's participation in the programme is assessed in Outcome 2, but candidates should be encouraged to participate in the programmes created for each of the three Outcomes. It is acknowledged that it may be difficult to produce verifiable evidence for all aspects of the task for Outcome 3. It may be desirable, in addition to the maintaining of a log by candidates, that candidates are observed by the assessor in the course of the assessment, and that notes are kept of such observation.

By the end of the Unit the candidate will have been involved in the production of three different kinds of programme, and will have acted as producer and presenter, as well as undertaking other production roles. He/she will have learned about logging the music used in productions, using the microphone to best effect and operating a radio studio.

Higher National Unit specification: support notes (cont)

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Open learning

In view of the specialised equipment necessary for this Unit, it is not seen as suitable for Open or Distance Learning

For further information and advice, please see *Assessment and Quality Assurance for Open and Distance Learning* (SQA, February 2001 – publication code A1036).

Special needs

This Unit specification is intended to ensure that there are no artificial barriers to learning or assessment. Special needs of individual candidates should be taken into account when planning learning experiences, selecting assessment instruments or considering special alternative Outcomes for Units. For information on these, please refer to the SQA document *Guidance on Special Assessment and Certification Arrangements for Candidates with Special Needs and Candidates for whom English is an Additional Language* (SQA, 2000).

General information for candidates

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The unit expands on the knowledge and skills which you have gained in the course of HN Unit D7M2 34 *Radio Production 1: Analysing and Producing Radio Programmes*, or through other practical experience. By the end of the unit you will have been involved in the production of three different kinds of radio programme, and will have acted as producer and presenter. You may also have undertaken other roles in the production of a radio programme.

The first Outcome involves you in producing a live radio programme combining words and music for a particular audience. You will have to log the music you use, and operate the studio. You may also present the programme, although you do not have to do so.

The second Outcome involves scripting, producing and taking part in a recorded programme. You will have to show that you can use the microphone and your own voice to good effect, and that you know how a recorded programme should be presented for broadcast.

The third Outcome involves working with a group to produce a recorded programme. This time you will be assigned a role or roles and will have to undertake the work necessary for your part in the creation of the programme.

In order to prepare for these outcomes, you will practice recording and editing, and will learn how to log music, how to write a radio script, how to use your voice and the microphone effectively, how to present a recording for broadcasting and what technical roles are undertaken by broadcaster.

Generally speaking, the three programmes you create will be the evidence which you have to produce for assessment, but you will also have to produce your script, or plan, for the programme, whichever is appropriate, and you will have to keep a log of your activities for Outcome 3.

On completion of the Unit you should be able to:

1. Produce a live radio programme combining words and music for a given audience
2. Produce a recording in a given radio broadcasting style
3. Contribute creatively and technically to the making of a radio magazine programme to an agreed brief