

Higher National Unit Specification

General information for centres

Unit title: Live Performance Administration

Unit code: DG43 34

Unit purpose: The purpose of this unit is to give candidates a flavour of working within a professional theatrical environment, which may include working within the centre on a production. It will also prepare them for a professional environment by introducing skills relating to the administrative procedures involved in a live performance event.

The unit has been designed to be delivered either in conjunction with another practical unit, or in a workplace environment arranged through the centre or the candidate that involves a live performance event.

Through this unit candidates shall be introduced to the administrative infrastructure of theatre, and then required to investigate a role within a live performance event, demonstrate an understanding of that role through performing it and evaluate their experience within the professional environment.

Candidates shall thus develop, investigate and demonstrate practical understanding of the live performance framework within which administrative procedures operate. They will also develop, investigate and demonstrate knowledge and practical understanding of the live performance process from pre-production through production to post-production of that specific role and the framework in which it sits.

This unit is primarily aimed at candidates who will progress to work within the theatre.

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

- 1 Demonstrate a theoretical understanding of practical live performance roles
- 2 Perform a selected role in a live theatrical event
- 3 Evaluate performance within the selected role

Credit value: 1 HN Credit at SCQF level 7: (8 SCQF credit points at SCQF level 7*)

**SCQF credit points are used to allocate credit to qualifications in the Scottish Credit and Qualifications Framework (SCQF). Each qualification in the Framework is allocated a number of SCQF credit points at an SCQF level. There are 12 SCQF levels, ranging from Access 1 to Doctorates.*

General information for centres (cont)

Recommended prior knowledge and skills: Access will be at the discretion of the centre and the following recommendations are for guidance only.

Where a candidate has achieved the course entry criteria for HNC/D Acting and Performance, they will have shown sufficient knowledge and skills for access to this unit. For this unit, candidates may find it beneficial to have good communication and group working skills, and to have previous experience of production at SCQF level 6.

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: This unit is included in the optional framework of HNC/D Acting and Performance. 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: This unit should be assessed through three separate assessments. Outcome 1 is designed to give centres the opportunity to develop knowledge and allow candidates to plan their experience, and will be assessed through a short report. Outcome 2 will be assessed through observation of performance in the practical environment. Outcome 3 requires a written/oral evaluation. There is no possibility that a single instrument of assessment may be used for all three Outcomes, although one single live performance event may provide the opportunity for candidates to achieve all three Outcomes.

Higher National Unit specification: statement of standards

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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

Demonstrate an understanding of practical live performance roles.

Knowledge and/or skills

- ◆ Organisational professional practice
- ◆ Organisational function
- ◆ Administrative roles and functions
- ◆ Progression of roles from pre-production to post-production
- ◆ Relationship of administrative functions

Evidence requirements

Candidates will produce a short report of around 700 words, which will demonstrate that they have understood the necessary planning mechanisms for a successful live performance event in a particular theatrical environment. They should select a particular role and state how they plan to successfully fit into the project within that role, paying particular attention to how their role will relate to others.

They must also demonstrate an awareness of the legal, regulatory and ethical issues that affect their involvement within the selected organisation. This may take account of any trades union or professional organisation relevant to the area in which they choose to specialise.

Assessment guidelines

Candidates may produce the report in their own time, following discussion with the tutor. It must reflect real practical planning which will lead to their undertaking the chosen role within a live performance event. The assessment of this Outcome should be achieved before the candidate moves on to Outcome 2. The format of the report is at the discretion of the centre, but must adequately demonstrate all of the key knowledge and skills.

Higher National Unit specification: statement of standards (cont)

Unit title: Live Performance Administration

Outcome 2

Perform a selected role in a live theatrical event

Knowledge and/or skills

- ◆ Personal conduct
- ◆ Professional standards
- ◆ Tasks relating to own role
- ◆ Positive working
- ◆ Problem solving
- ◆ Initiative
- ◆ Interactions with public (where appropriate)

Evidence requirements

Candidates will produce evidence practically by fulfilling a selected role within the theatrical environment. Candidates must be able to demonstrate knowledge of one area of live performance management and talk competently as well as perform effectively that role from pre-production through to post-production. They must demonstrate all knowledge and skills whilst conducting themselves in an effective and positive manner.

Assessment guidelines

Assessment should be by observation checklist, so where the experience takes place outside the centre, more than one visit may be necessary. In this case, it is suggested that the host organisation also completes a short statement or pro-forma touching upon the candidate's delivery of the skills and knowledge as outlined above.

The assessment of this Outcome should be achieved before the candidate moves on to Outcome 3.

Outcome 3

Evaluate performance within the selected role

Knowledge and/or skills

- ◆ Evaluation of plan
- ◆ Evaluation of personal performance

Evidence requirements

Candidates will provide a written report of 800-1000 words evaluating their whole experience. They will evaluate their planning and their personal performance, reflecting on each of the knowledge and skills for Outcomes 1 and 2.

Higher National Unit specification: statement of standards (cont)

Unit title: Live Performance Administration

The candidate must produce a response that is sufficiently complex and comprehensive in its review of the process from initial plan final performance.

Assessment guidelines

The assessment should be undertaken in the candidate's own time, after the experience is complete and the candidate has had a short period for reflection and review. Centres may allow for a tutorial before asking candidates to submit their evaluation.

Administrative Information

Unit code:	DG43 34
Unit title:	Live Performance Administration
Superclass category:	LC
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Higher National Unit specification: support notes

Unit title: Live Performance Administration

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 40 hours.

Guidance on the content and context for this Unit

This unit is a practical unit. It has been designed to allow candidates to develop their understanding of administrative and auxiliary roles within live performances. Candidates may gain experience working in front of house, administrative or backstage roles within a live performance event.

Where the opportunity exists, centres and candidates may source workplace experiences within the profession. The event may, however, be another set of candidates performing to a live audience, perhaps during the Production unit.

Choices of experience may include Theatre in Education, mainstream theatre, musical theatre, physical theatre and so on. No form of theatre should be excluded from consideration.

The unit is designed to allow candidates the opportunity to be in a real workplace situation. There must be a feeling that the live performance event is one that has all of the pressure of real working.

You may wish to touch upon and explore the reasons for becoming freelance within the theatre and how this may affect the candidate's future career path. Aspects which you may consider exploring are financial controls for freelance working, including pension, taxation and insurance implications.

Where possible you should encourage an understanding that the business is one that is mainly conducted through different self-employed individuals working as a team, rather than as employed people working within a company. The candidate should be encouraged to explore their development as an interdependent and professional member of a group within this context.

Candidates may desire an outline of where the skills which they are accruing may take them in terms of employment. You may also wish to develop an understanding of how such skills and future employment may be affected by current policies in terms of the legal, regulatory and ethical theatrical framework. The evaluation may cover the effect of the experience upon long-term career plans and the potential for freelance working.

Higher National Unit specification: support notes (cont)

Unit title: Live Performance Administration

Guidance on the delivery and assessment of this Unit

Care should be taken for the assessor to understand the brief which is set for the group working, and that the targets set for the work are achievable and realistic prior to them embarking upon the project.

Live performance events will involve interactions with clients, and for some candidates, such interaction may need planning.

Open learning

The Outcomes in this unit rely on developing skills through interaction with a lecturer and/or fellow candidates, and so the opportunities for distance learning are very limited. Centres may, however, find it possible to develop solutions, provided all unit and moderation requirements are met in full. Technological advances may make the possibility of such creative solutions more widespread in the future.

Because of the intensive nature of the training and the rehearsal requirements for this unit when taken as part of a course, part-time provision would be most unusual and difficult to achieve.

For information on normal open learning arrangements, please refer to the SQA guide *Assessment and Quality Assurance and Distance Learning (SQA 2000)*.

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 Arrangements (SQA, 2001)*.

General information for candidates

Unit title: Live Performance Administration

The purpose of this unit is to give you a flavour of working within a professional theatrical environment, which may include working within your centre on a production as support staff. It will also prepare you for working within a professional environment. You will therefore be working practically with the relevant administrative procedures involved in a live performance event.

You will be introduced to the supportive administrative procedures involved in creating an event and then allowed to investigate a role within an event. Once you have demonstrated an understanding of that role through performing it you will then evaluate your experience.

Your assessment shall therefore be a practical experience negotiated and reflected on by you.

On completion of the unit you should be able to:

- 1 Demonstrate a theoretical understanding of practical live performance roles
- 2 Perform a selected role in a live theatrical event
- 3 Evaluate performance within the selected role

You will firstly write a 700 word report on how different roles interact in putting on a live theatrical event. This will include a particular focus on the role which you select for yourself, and how you plan to fit in to the event.

You will then go to work in the live theatrical environment, working according to your plan. Your performance will be observed for assessment, and if you are working outside of your centre, you will be visited for this purpose. Your host organisation may also be asked to complete a statement or pro-forma commenting on your performance.

Finally, you will produce a report of around 1000 words evaluating your personal performance against your plan.