

## Higher National Unit Specification

### General information for centres

**Unit title:** Radio Presentation

**Unit code:** DM1A 34

**Unit purpose:** The purpose of this Unit is to provide the candidate with the knowledge and skills necessary to present radio programmes, and to deliver items of speech broadcasting either distinct from or incorporated within a music programme.

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

1. Read a variety of prepared scripts.
2. Present basic music programmes.
3. Perform live music presentation.

**Credit points and level:** 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.*

**Recommended prior knowledge and skills:** Candidates should have good communication skills. These may be demonstrated by the achievement of core skill communication at Higher level or by possession of a suitable NQ English or Communication Unit (SCQF level 6). Candidates who do not possess these qualifications may be considered on the basis of other relevant experience. It is not necessary for candidates to have previous experience of radio broadcast or production before undertaking this Unit.

**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 delivered as part of the HNC in Creative Industries: Radio. It is likely to be taught and assessed within the subject area of that group award. However, it may also be delivered on a stand-alone basis, or as part of a limited package of HN Units from the award, to candidates interested in, for example, community or hospital radio. The unit also gives candidates the opportunity to acquire the necessary technical studio skills required of a radio presenter, and recognising the needs of a given target audience with respect to presentation style, content and delivery.

## **General information for centres (cont)**

**Assessment:** The Unit is assessed by means of three separate types of recording, as follows:

- In Outcome 1, candidates will read pre-prepared scripts
- In Outcome 2, candidates will present a 30 minute programme for a radio station of the candidates' own choice
- In Outcome 3, candidates will present a 30 minute music programme for a radio station nominated by the assessor

The assessments for each Outcome can be linked with the scripts for Outcome 1, for example, having application to the programme made either for Outcome 2 or for Outcome 3.

**It is important to preserve a variety of presentation tasks and circumstances, so a single assessment is unacceptable.**

The demands of presenting programmes while operating technical equipment should also be preserved no matter how the Unit is offered by the centre. Assessments must be undertaken in a radio studio. Assessment evidence should consist of the recordings made for each Outcome, although the candidate is not necessarily assessed on the process of making them.

## **Higher National Unit specification: statement of standards**

**Unit title:** Radio Presentation

**Unit code:** DM1A 34

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**

Read a Variety of Prepared Scripts

#### **Knowledge and/or skills**

- ◆ Microphone technique
- ◆ Evaluating technical quality of delivery
- ◆ Voice quality : Appropriate tone, pitch and style for genre of given scripts

#### **Evidence requirements**

Candidates will need evidence to demonstrate their knowledge and/or skills by showing that they can:

- ◆ read a variety of different types of script in a studio environment

The candidate will be required to demonstrate his/her script-reading skills, microphone technique and presentational ability by reading four separate scripts of different types in the studio to a standard which would be suitable for broadcast.

Recordings of the readings for these programmes, together with the written scripts for Outcome 1, should be retained by the candidate, as these will form part of the portfolio of evidence for assessment.

An assessor's checklist must be used to record the required assessment information.

#### **Assessment guidelines**

Types of script could be:

- ◆ One news script
- ◆ One pre-promotional trail
- ◆ One menu
- ◆ One programme introduction

## Higher National Unit specification: statement of standards (cont)

### Unit title: Radio Presentation

As a general guide, Outcome 1 could take up about one fifth of the time available for delivery of the Unit. Scripts may be taken from existing sources, and the candidate should record as live four separate scripts. If the tutor instructs the candidates to produce the scripts themselves, they should be given more time to complete this Outcome.

### Outcome 2

Present basic music programmes

#### Knowledge and/or skills

- ◆ Voice-overs
- ◆ Intros and outros
- ◆ Segue
- ◆ Studio technical equipment
- ◆ Organisation of programme content
- ◆ Music programme structure

#### Evidence requirements

The candidate will be required to demonstrate his/her knowledge and skills by presenting one complete music programme of 30 minutes duration. The assessment is not an “as-live” situation. The candidate will operate all studio equipment while presenting. The programme will be recorded in its entirety and may be edited later. Evidence should consist of the completed recording.

#### Assessment guidelines

The process of recording the programme does not form part of the assessed work. The finished production should demonstrate a reasonably professional standard of presentation.

The programme selected for the assessment may be for a radio station of the candidate’s choice, with music of his/her own choosing to match the music policy of that station. Technical equipment should include:

- ◆ Broadcast studio
- ◆ Mics
- ◆ Headphones
- ◆ Faders
- ◆ At least two distinct sources of music (e.g. CD and minidisk, vinyl and digital playout etc.)

## Higher National Unit specification: statement of standards (cont)

### Unit title: Radio Presentation

The news script might take the form of a complete story from a broadcast news bulletin, or a headline sequence. The pre-promotional trail could trail an up-coming programme or an up-coming station event. The station or programme menu could trail the “line-up” on a particular station or, in, say, the case of a speech-based magazine programme, the “line-up” on an edition of the programme. The programme introduction could take the form of a continuity announcer introducing the next programme.

### Outcome 3

Perform live music presentation

#### Knowledge and/or skills

- ◆ Response to broadcast needs of a given target audience
- ◆ Delivery of a subject within the context of a music programme
- ◆ Exact adherence to scheduled timings
- ◆ Playout and logging of breaks, trails and scheduled music
- ◆ On-air improvisation where necessary

#### Evidence requirements

The candidate will be required to demonstrate his/her knowledge by presenting a music programme of 30 minutes duration. This programme will be recorded “as live”. The candidate will operate all studio equipment while presenting. For this Outcome, a running order should be drawn up.

While presenting his/her 30-minute sequence, the candidate should:

- ◆ adhere to the running order
- ◆ use appropriate presentation technique
- ◆ record “as live” – no editing!
- ◆ play commercials as directed
- ◆ read trails as directed
- ◆ deliver a particular subject as directed
- ◆ use at least two distinct sources of music (e.g. CD, digital playout, minidisk, DAT, vinyl etc.)
- ◆ complete a Performing Rights Society form for at least 4 pieces of music used.

Evidence should consist of the completed recording.

#### Assessment guidelines

Centres should ensure that their course delivery includes sufficient opportunities for candidates to take part in programme rehearsals, practice runs and other types of preparation.

## **Administrative Information**

<b>Unit code:</b>	DM1A 34
<b>Unit title:</b>	Radio Presentation
<b>Superclass category:</b>	KA
<b>Date of publication:</b>	February 2005
<b>Version:</b>	01
<b>Source:</b>	SQA

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## **Higher National Unit specification: support notes**

### **Unit title: Radio Presentation**

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 primarily concerned with equipping candidates with the knowledge and/or skills to present radio programmes and operate the technical resources required in the studio environment. Candidates should demonstrate the ability to handle the stresses and demands of radio presentation while operating the equipment. Although candidates at this level are not bound by the true constraints of a broadcast studio – the amount of time for set-up and preparation, for example, can be much more flexible than in professional radio practice – conditions should be as realistic as possible.

While technical help may be available in the event of a studio breakdown or emergency, the candidates should make their programmes largely without technical assistance.

### **Guidance on the delivery and assessment of this Unit**

This Unit is designed to be practical in nature and, as such, the keeping of an accurate production file containing all relevant paperwork (scripts, running orders, copyright clearance and royalty payment logs) will be an important part of assessment evidence.

Course tutors will also need to record achievement of element briefs on an appropriate assessor's checklist.

### **Open learning**

This Unit could be delivered by distance learning. However, it would require planning by the centre to ensure sufficiency and authenticity of candidate evidence. Arrangements would have to be made to ensure that the assessments for the Outcomes were undertaken in suitable (professional radio studio) conditions.

### **Candidates with additional support needs**

This Unit specification is intended to ensure that there are no artificial barriers to learning or assessment. The additional support needs of individual candidates should be taken into account when planning learning experiences, selecting assessment instruments or considering alternative Outcomes for Units. For information on these, please refer to the SQA document *Guidance on Special Assessment Arrangements for Candidates with Additional Support Needs* ([www.sqa.org.uk](http://www.sqa.org.uk)).

## **General information for candidates**

### **Unit title: Radio Presentation**

This Unit is designed to give you the chance to present professional radio programmes. It is intended to prepare you for working as any sort of presenter, e.g. hosting a music programme, reading the news or weather, or appearing as a guest on a chat show. It is useful preparation for any talking role in radio. It may also be useful to people already working in the industry, to improve or enhance their current skills.

The work of the Unit is designed to test you in all aspects of radio presentation. It has three main areas, each of which is a practical activity, and each of which is the subject of a separate Outcome.

To begin with you will read a variety of scripts in the studio. You then move on to presenting a pre-recorded radio programme for a station of your choice. This programme should be of about 30 minutes duration. Finally, you have to present a live music programme, also of about 30 minutes.

During the making of these programmes you are being assessed on the quality of your presentation. Your tutor will keep the recordings of these programmes as assessment evidence.

An important part of the Unit is its demand that you operate the equipment at the same time as presenting the programmes and extracts. Technical support will be available for studio breakdown or emergencies, but you are otherwise required to run the desk, use microphones and arrange all other technical aspects yourself.