

Higher National Graded Unit Specification

General Information for Centres

This Graded Unit has been validated as part of the Creative Industries: Radio. Centres are required to develop the assessment instrument in accordance with this validated specification. Centres wishing to use another type of Graded Unit or assessment instrument are required to submit proposals detailing the justification for change for validation.

Graded Unit Title: Creative Industries: Radio: Graded Unit 1

Graded Unit Code: DM2P 34

Type of Graded Unit: Project

Assessment Instrument: Practical Assignment

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.*

Purpose: This Graded Unit is designed to provide evidence that the candidate has achieved the following principal aims of the HNC Creative Industries: Radio.

- ◆ To prepare candidates for employment in related radio occupations at an appropriate level.
- ◆ To develop knowledge and understanding of the roles and responsibilities involved in radio production.
- ◆ To develop a range of contemporary vocational skills relating to the production of radio content.
- ◆ To develop knowledge of the context, working practices and organisation of the creative industries
- ◆ To develop a range of core and transferable skills essential for the Creative Industries

Recommended Prior Knowledge and Skills: It is recommended that the candidate should have completed or be in the process of completing the following Units relating to the above specific aims prior to undertaking this Graded Unit:

- ◆ DM0W 34 Creative Project
- ◆ DM0V 34 Creative Industries: An Introduction
- ◆ DM1A 34 Radio Presentation
- ◆ DM18 34 Radio Interviewing
- ◆ DM1C 34 Radio: Technical Operations, Recording and Editing
- ◆ DH8K 35 Law in the Communication Industries

General Information for Centres (cont)

Core Skills: There is no automatic certification of Core Skills or Core Skills components as part of this Graded Unit. However, there may be opportunities to develop the Core Skills of Working with others, Problem Solving, I.T. and Communication.

Assessment: This Graded Unit will be assessed by the use of a practical assignment. The “fleshed-out” practical assignment should provide the candidate with the opportunity to produce evidence that demonstrates she/he has met the aims of the Graded Unit that it covers.

This Graded Unit should be undertaken on an individual basis and involves candidates undertaking the role of producer on a project. Candidates should be encouraged to select an appropriate project that involves them in producing a complex, team-based radio programme, involving the integration and application of a variety of radio broadcasting and team-management skills within a determined timescale. This assessment is not only concerned with practical activities, and provides candidates with the opportunity to demonstrate creative, interpersonal and management skills.

Administrative Information

Graded Unit Code: DM2P 34

Graded Unit Title: Creative Industries: Radio: Graded Unit 1

Date of publication: February 2005

Source: SQA

Special Needs: This Graded 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 assessment arrangements. For information on these, please refer to the SQA document *Guidance on Special Assessment Arrangements* (December 2001, AA0645/3).

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Higher National Graded Unit Specification: Instructions for designing the assessment task and assessing candidates

Graded Unit Title: Creative Industries: Radio: Graded Unit 1

Conditions of Assessment

The candidate should be given a date for completion of the Practical Assignment. However, the instructions for the assessment task should be distributed to allow the candidate sufficient time to assimilate the details and carry out the assessment task. During the time between the distribution of the assessment task instructions and the completion date, assessors may answer questions, provide clarification, guidance and reasonable assistance. The assessment task should be marked as soon as possible after the completion date. The final grading given should reflect the quality of the candidate's evidence at the time of the completion date. Reassessment of this Graded Unit should be based on a significantly different assessment task.

At this level, candidates should work independently. It is up to Centres to take reasonable steps to ensure that the project is the work of the candidate. For example, Centres may wish to informally question candidates at various stages on their knowledge and understanding of the project on which they have embarked. Centres should ensure that where research etc, is carried out in other establishments or under the supervision of others that the candidate does not receive undue assistance.

Instructions for designing the assessment task

The assessment task is a project. The project undertaken by the candidate must be a complex task which involves:

- ◆ variables which are complex or unfamiliar
- ◆ relationships which need to be clarified
- ◆ a context which may be familiar or unfamiliar to the candidate

The assessment task must require the candidate to:

- ◆ Identify a suitable mix of broadcasting content for a complex programme (e.g. magazine, drama, factual or entertainment).
- ◆ Consider the research and recording tasks of producing the programme and make decisions on a course of action for undertaking appropriate tasks, including Health and Safety factors.
- ◆ Make choices regarding programme content, taking into account such factors as audience, duration, linkage, contrast, variety of voices, programme structure, segments and inserts, effects, broadcasting conventions, statutory requirements and overall production values.
- ◆ Assemble a script for the entire programme.
- ◆ Produce the recording of the programme
- ◆ Supervise the edit for the programme

Higher National Graded Unit Specification: Instructions for designing the assessment task and assessing candidates (cont)

- ◆ Reflect on the experience of the Unit and critically evaluate the approach taken to the project, drawing appropriate conclusions for the future
- ◆ Produce evidence of meeting the aims which this Graded Unit has been designed to cover

Guidance on grading candidates

Candidates who meet the minimum Evidence Requirements will have their achievement graded as C – competent, or A – highly competent or B somewhere between A and C. The grade related criteria to be used to judge candidate performance for this Graded Unit is specified in the following table.

Grade A	Grade C
<p>Is a seamless, coherent piece of work which:</p> <ul style="list-style-type: none"> ◆ has sufficient evidence for the three essential phases of the project, is produced to a high standard, and is quite clearly inter-related ◆ demonstrates an accurate and insightful interpretation of the project brief ◆ is highly focused and relevant to the tasks associated with the project brief ◆ is clear and well structured throughout and language used is of a high standard in terms of level, accuracy and programme category ◆ effectively consolidates and integrates required knowledge and skills 	<p>Is a co-ordinated piece of work which:</p> <ul style="list-style-type: none"> ◆ has sufficient evidence of the three essential phases of the project, is produced to an adequate standard ◆ demonstrates an acceptable interpretation of the project brief ◆ is focused and relevant to the tasks associated with the project brief ◆ is satisfactorily structured and language used is adequate in terms of level, accuracy and programme category ◆ consolidates and integrates knowledge and skills but this may lack some continuity and consistency

Higher National Graded Unit specification: Instructions for designing the assessment task and assessing candidates (cont)

Evidence Requirements

The project consists of three stages: planning; developing; and evaluating. The following table specifies the minimum evidence required to pass each stage.

Note: The candidate must achieve **all of the minimum evidence** specified below for each stage of the project in order to pass the Graded Unit.

Project Stage	Minimum Evidence Requirements
Stage 1 — Planning	<p>Pre-Production</p> <ul style="list-style-type: none"> ◆ Evidence of analysing what is involved in the project, including Health and Safety parameters ◆ Evidence of developing an approach to deal with the project ◆ Justification for selecting, adapting or developing this approach ◆ Evidence of pitching the idea for the programme to the designated Executive Producer ◆ Once the pitch has been approved, rejected and or adapted, evidence of a production plan and recording schedule, including allocation of production team roles and responsibilities, tasks and resources within set time constraints ◆ Evidence of preparatory research into the project - including, for example, location visits, investigation of possible contributors, effects, segments, investigation of similar programmes produced by existing radio stations ◆ 25% <p><i>The candidate must achieve all of the minimum evidence specified above in order to pass the Planning stage.</i></p>

Higher National Graded Unit specification: Instructions for designing the assessment task and assessing candidates (cont)

Project Stage	Minimum Evidence Requirements
Stage 2 — Developing	<p data-bbox="472 454 879 488">Production and post-production</p> <ul style="list-style-type: none"> <li data-bbox="427 555 1206 589">◆ Evidence of a final running order/schedule for the programme <li data-bbox="427 622 1331 689">◆ Product evidence of segments and pre-recorded materials as required for use in the approved category of programme <li data-bbox="427 723 1331 824">◆ Final script for the programme which is coherent, presented in a format which conforms to current industry practice, and meets the requirements of the brief in terms of timings, format and production values <li data-bbox="427 857 995 891">◆ Allocation of team roles and responsibilities <li data-bbox="427 925 1150 992">◆ Documented evidence of monitoring and management of communication and meetings with the production team. <li data-bbox="427 1025 1270 1093">◆ Completed technically viable product ready for the post-production phase <li data-bbox="427 1104 1315 1227">◆ Evidence of edit requirements for the original recording content which may additionally include, for example, the insertion of SFX, bulletins, pre-recorded segments, and any other suitable material which enhances the content <li data-bbox="427 1261 740 1294">◆ A finished programme <li data-bbox="427 1328 528 1361">◆ 50% <p data-bbox="421 1731 1315 1798"><i>The candidate must achieve all of the minimum evidence specified above in order to pass the Developing stage</i></p>

Higher National Graded Unit specification: Instructions for designing the assessment task and assessing candidates (cont)

Project Stage	Minimum Evidence Requirements
Stage 3 — Evaluating	<p>An evaluation of the effectiveness of the approach/strategy taken which includes all stages of the activity, i.e. analysis of the activity, the planning and organisation of the activity and its outcome.</p> <p>The evaluation should include:</p> <ul style="list-style-type: none"> ◆ Identification of the criteria on which to base the evaluation ◆ Identification and gathering of appropriate pre-production tasks such as research, location visits, Health & Safety requirements, planning procedures, allocation of team roles and responsibilities, task identification, effectiveness in working to resource and time constraints. ◆ Evaluation of the effectiveness of the candidate’s finished programme, this evaluation being linked to production values ◆ Reference to any modifications to the approach during the course of the activity or to alternative approaches considered ◆ Recommendations for the future which are relevant to the problem and based on a critical self-evaluation of the project, with justification of these recommendations ◆ 25% <p><i>The candidate must achieve all of the minimum evidence specified above in order to pass the Evaluating stage</i></p>