



Higher National Unit Specification

General information for centres

Unit title: Music Industry Stage Management

Unit code: DR15 35

Unit purpose: This Unit is designed to provide candidates with knowledge and understanding of stage management within the music touring industry and should enable them to participate in stage management for touring bands. It is not relevant to theatrical qualifications. On completion of the Unit the candidate should be able to participate in stage management for touring bands. The Unit is aimed at candidates who are interested in management or performance at public music concerts.

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

- 1 Describe and analyse the roles and requirements of service providers, working personnel and performers.
- 2 Describe current Health and Safety Executive (HSE) legislation and evaluate its effect on working practices.
- 3 Plan and efficiently manage a three artist presentation.

Credit points and level: 1 HN Credit at SCQF level 8: (8 SCQF credit points at SCQF level 8*).

**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: Access to this Unit will be at the discretion of the Centre. However it is recommended that candidates should have a basic understanding of live performance within the music industry. Candidates should have basic numeracy and good communication skills. These may be demonstrated by the possession of Core Skill Communication at Higher level or Higher English and Communication or a suitable NQ Communication Unit (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: 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.

General information for centres (cont)

Unit title: Music Industry Stage Management

Assessment: The following HN Units within the HNC/D Music and Music Business frameworks will provide opportunities for integration of delivery and assessment:

Unit Code	Unit Title
DR16 35	Music Industry Touring
DJ2N 34	Music Industry Management 1
DR2J 35	Music Industry Management 2

There will be two separate assessments for this Unit.

Outcomes 1 and 2 will be holistically assessed.

Outcome 3 will be assessed by a practical demonstration.

When assessing the report and practical assessment the following criteria should be used as guidance in determining pass/fail.

- ◆ accuracy of time management
- ◆ demonstration of understanding of stage management
- ◆ ability to operate effectively under pressure
- ◆ clarity of communication and interpersonal skills
- ◆ understanding of the needs of service industries and performers
- ◆ accuracy of observing health and safety legislation

Higher National Unit specification: statement of standards

Unit title: Music Industry Stage Management

Unit code: DR15 35

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

Describe and analyse the roles and requirements of service providers, working personnel and performers

Knowledge and/or skills

- ◆ Promoter's representative
- ◆ Venue representative
- ◆ Sound crew
- ◆ Lighting crew
- ◆ Back line crew
- ◆ Camera crew
- ◆ Tour manager
- ◆ Performers

Evidence requirements

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

- ◆ accurately define and analyse the functions and interests of performance participants in the music touring industry
- ◆ clearly describe the practical relationships between the various participants

Evidence for this Outcome should be combined with that of Outcome 2 and should take the form of a written report requiring candidates to locate, evaluate, synthesise and present reasonably complex information in written form.

Candidates should utilise actual examples from the industry to illustrate their understanding of the subject.

Assessment guidelines

This Outcome would benefit from being assessed in conjunction with Outcome 2. This assessment should take place near the end of the session. Candidates should be allowed one week to research and deliver the report.

Higher National Unit specification: statement of standards (cont)

Unit title: Music Industry Stage Management

For those candidates undertaking the Group Award this may also be assessed in conjunction with Tour Management.

Should there be ambiguity regarding a candidate's response, oral questioning may be used to eliminate any doubt as to the candidate's understanding. The lecturer should note questions and responses.

Outcome 2

Describe current Health and Safety Executive (HSE) legislation and evaluate its effect on working practices

Knowledge and/or skills

- ◆ Current HSE legislation
- ◆ Current Local Authority Licensing Regulation
- ◆ Industry standard guidelines (Her Majesty's Publication — HMP — Purple Guide)
- ◆ Basic research skills
- ◆ Written presentation skills

Evidence requirements

Candidates will need to provide evidence to demonstrate their knowledge and/or skills by showing that they can accurately describe and evaluate the effects and requirements of current legislation with regards to participant's duties and responsibilities from the perspective of stage manager.

Evidence for this Outcome should be combined with that of Outcome 1 and should take the form of a written report requiring candidates to locate, evaluate, synthesise and present reasonably complex information in written form.

Candidates should utilise actual examples from the industry to illustrate their understanding of the subject.

Assessment guidelines

This Outcome benefits from being assessed in conjunction with Outcome 1. This assessment should take place near the end of the end of session. Candidates should be allowed one week to research and deliver the report.

For those candidates undertaking the Group Award this may also be assessed in conjunction with Tour Management.

Should there be ambiguity regarding a candidate's response, oral questioning may be used to eliminate any doubt as to the candidate's understanding. The lecturer should note questions and responses.

Higher National Unit specification: statement of standards (cont)

Unit title: Music Industry Stage Management

Outcome 3

Plan and efficiently manage a three artist presentation

Knowledge and/or skills

- ◆ Load-in and set-up
- ◆ Lighting rig and focus
- ◆ Soundcheck schedule
- ◆ Concert management to promoter's schedule
- ◆ De-rig and load-out

Evidence requirements

Candidates will need to provide evidence to demonstrate their knowledge and/or skills by showing that they can manage and control a public concert of up to three performers to the satisfaction of the promoter, artists, and public without culpable accident or equipment loss or damage.

The candidates are expected to demonstrate their competence by planning and managing the artists' presentation and by working with acts playing to a paying audience.

The assessment should take place at the end of the study period of the Unit. Adherence to schedule will be of paramount importance. Particular attention should be paid to the candidate's ability to cope with unexpected developments.

A tutor observation checklist and a self-evaluation checklist should be retained as evidence of performance for each candidate.

Assessment guidelines

Should there be ambiguity regarding a candidate's response, oral questioning may be used to eliminate any doubt as to the candidate's understanding. The lecturer should note questions and responses.

Administrative Information

Unit code: DR15 35

Unit title: Music Industry Stage Management

Superclass category: LE

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History of changes:

Version	Description of change	Date
02	Removal of Word Count and Presentation Length.	20/05/11

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Higher National Unit specification: support notes

Unit title: Music Industry Stage Management

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 designed to give candidates an overview of live music stage management to a standard where each candidate will understand its principles and be able to participate within it at a competent level. It serves as an introduction to the key roles outlined in Outcome 1 as complementary or alternative career paths. To reach the standard required by the assessments within the given time candidates will require basic communication and numeracy skills.

This is a lively and expanding industry — the rules and standards are in a state of constant re-invention and development by those who actively participate in it. An active interest in current technical innovation and its relevance to live performance will make this a more interesting Unit for candidates. The benefits this study will bring to each candidate will vary in direct relationship to the amount of time, energy, and imagination they are prepared to bring to it.

Guidance on the delivery and assessment of this Unit

This Unit has been developed as an optional Unit in the HND Music Business Group Award framework. While all the Units in the Group Award can be assessed individually it is anticipated that integration will occur between Units.

It is anticipated that delivery of this Unit will be carried out with full class size groups. It is recommended that candidates should be encouraged to attend and participate in live music events.

- ◆ Outcome 1 relates to an understanding of the roles and requirements of service providers, working personnel and performers
- ◆ Outcome 2 deals with specific legislative requirements
- ◆ Outcome 3 relates to the candidate's personal suitability for this high-pressure task when planning and managing a music public performance

There will be two separate assessments for this Unit.

- 1 A written report demonstrating a clear and current comprehension of Outcomes 1 and 2.
- 2 A practical demonstration of competence in Outcome 3 — each candidate will manage and control a public concert of up to three performers.

Higher National Unit specification: support notes (cont)

Unit title: Music Industry Stage Management

Open learning

This Unit could be delivered by open learning. However, it would require planning by the centre to ensure the sufficiency and authenticity of candidate evidence. Arrangements would have to be made to ensure that the assessment(s) are delivered in an appropriate manner.

For further information and advice please refer to *Assessment and Quality Assurance for Open and Distance Learning* (SQA — publication code A1030).

Disabled candidates and/or those with additional support needs

The additional support needs of individual candidates should be taken into account when planning learning experiences, selecting assessment instruments, or considering whether any reasonable adjustments may be required. Further advice can be found on our website www.sqa.org.uk/assessmentarrangements.

General information for candidates

Unit title: Music Industry Stage Management

This Unit gives you a practical knowledge of how to present a live music concert up to theatre level. As this course does not involve any theatrical work it is only suitable for work within the music touring industry.

This Unit is designed to enable you to understand how stage management works and to help you maximise your use of it as part of your career. It also serves as an introduction to alternative career paths within the live music business which you may choose to explore.

You should be aware that the role of stage manager is extremely demanding — always first into the venue, and last out. An ability to think clearly and problem solve under extreme time pressures is essential.

You will be expected to study current industry standards and to assess cogently how these may be applied to your own career. You will be required to display a grasp of the principles, motivations and interests within the industry and the practical factors which underpin it.

This will be more straightforward if you have some previous experience of live performance in any of the roles outlined in Outcome 1.

This is a lively and expanding industry — the rules and standards are in a state of constant re-invention and development by those who actively participate in it. An active interest in current technical innovation and its relevance to live performance will make this a more interesting Unit. The benefits this study will bring you will vary in direct relationship to the amount of time, energy, and imagination you are prepared to bring to it.

You will be required to submit the written assessment(s), evaluating your knowledge of the industry, on the due date(s).

Outcome 1 — you will be required to demonstrate an understanding of the roles and relationships of key participants in live performance at a practical level.

Outcome 2 — you will be required to demonstrate your knowledge of current health and safety legislation, and how it affects the role of the stage manager.

Assessment for Outcomes 1 and 2 is combined and you will submit a written report demonstrating clear and current comprehension.

Outcome 3 — you will be required to demonstrate a practical working knowledge of how to present a concert to the satisfaction of the artists, public, and promoters.

Assessment for Outcome 3 requires you to manage and control a public concert of up to three performers.