

Higher National Unit Specification

General information for centres

Unit title: Exhibition Planning and Design: Development

Unit code: F0MN 35

Unit purpose: This Unit has been designed to enable candidates to build on skills in planning and designing an exhibition.

On completion of this Unit candidates should be able to:

- 1 Research and develop a detailed exhibition design brief.
- 2 Plan an exhibition installation and a schedule of logistical requirements.
- 3 Produce a design presentation for a client.
- 4 Produce accurate working drawings, details and specifications for contractors.

Credit points and level: 2 HN Credits at SCQF level 8: (16 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 is at the discretion of the Centre. It is recommended that candidates have completed the HN Unit DX06 34 *Exhibition: Planning and Design* or a similar qualification or have similar experience.

Core Skills: There are opportunities to develop the Core Skills of Problem Solving, Working with Others and Numeracy at SCQF level 6 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: One holistic assessment may be used for this Unit. An integrative project assessment is encouraged.

Alternatively Outcomes 1 and 2 can be assessed separately by researching and planning an exhibition installation which may be evidenced by an annotated log, report, video or oral presentation. Outcomes 3 and 4 may be assessed by a design presentation and specification which may be evidenced by a portfolio of visual output.

Higher National Unit specification: statement of standards

Unit title: Exhibition Planning and Design: Development

Unit code: F0MN 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

Research and develop a detailed exhibition design brief

Knowledge and/or skills

- ◆ Articulation of ideas and thoughts
- ◆ Sourcing and accessing information
- ◆ Project concepts and ideas
- ◆ Timescales and deadlines
- ◆ Legal restrictions and implications

Evidence Requirements

Candidates will need to provide evidence to demonstrate their knowledge and/or skills by showing that they can, with reference to a design brief:

- ◆ articulate and communicate their ideas and thoughts
- ◆ record sources of research material and data
- ◆ present them in a structured format that supports the creative design concept
- ◆ produce a client brief identifying all critical requirements

Evidence should be presented as an illustrated research report/log of a minimum of 750 words or equivalent.

Assessment guidelines

The assessment of this Outcome may be combined with Outcomes 2, 3 and 4 as part of a single holistic assessment.

Higher National Unit specification: statement of standards (cont)

Unit title: Exhibition Planning and Design: Development

Outcome 2

Plan an exhibition installation and a schedule of logistical requirements

Knowledge and/or skills

- ◆ Time constraints and deadlines
- ◆ Organisational structures
- ◆ Communication of ideas
- ◆ Industry sector roles
- ◆ Logistical elements
- ◆ Contractors and suppliers
- ◆ Current health and safety legislation

Evidence Requirements

Candidates will need to provide evidence to demonstrate their knowledge and/or skills by showing that they can, with reference to a given brief:

- ◆ produce a plan for an exhibition installation
- ◆ identify key deadlines and time constraints
- ◆ undertake an analysis of legal, logistical and contractual implications
- ◆ identify the varied requirements of the brief

Evidence should be presented through an illustrated portfolio/sketchbook of a minimum of 2 x A3 pages plus oral/written annotations or notes of approximately 500 words that demonstrate an awareness of specific current sector requirements.

Assessment guidelines

The assessment of this Outcome may be combined with Outcomes 2, 3 and 4 as part of a single holistic assessment for this Unit.

An illustrated report, an annotated sketchbook, a recorded presentation or other appropriate media may be used to provide assessment evidence.

Outcome 3

Produce a design presentation for a client

Knowledge and/or skills

- ◆ Requirements of a project brief
- ◆ Presentation techniques
- ◆ Materials and processes
- ◆ Communication of visual ideas

Higher National Unit specification: statement of standards (cont)

Unit title: Exhibition Planning and Design: Development

Evidence Requirements

Candidates will need to provide evidence to demonstrate their knowledge and/or skills by showing that they can, in response to a given brief:

- ◆ meet the requirements of a project brief for an exhibition
- ◆ provide creative solutions that address the needs of the client
- ◆ specify and use suitable materials and processes
- ◆ clearly communicate visual ideas

The evidence should be presented as a portfolio of appropriate creative output, which will be no less than 4 x A3 pages of a sketchbook or similar.

Assessment guidelines

The assessment of this Outcome can be combined with Outcomes 1, 2 and 4 as part of a single holistic assessment for this Unit.

An illustrated report, portfolio of visual concepts and sketchbook developments, annotated folder or other appropriate media may be used as assessment evidence. A scale maquette or similar may also be used as evidence.

Outcome 4

Produce accurate working drawings, details and specifications for contractors

Knowledge and/or skills

- ◆ Scales and measurement
- ◆ Articulation of ideas
- ◆ Communication with contractors

Evidence Requirements

Candidates will need to provide evidence to demonstrate their knowledge and/or skills by showing that they can, in response to a given brief:

- ◆ produce clear drawings, specifications and details that will enable contractors to build an exhibition from the information supplied
- ◆ produce accurate working drawings that will enable suppliers and sub-contractors to meet the required specifications

Assessment guidelines

The assessment of this Outcome may be combined with Outcomes 1, 2 and 3 as part of a single holistic assessment for this Unit.

Administrative Information

Unit code: F0MN 35

Unit title: Exhibition Planning and Design: Development

Superclass category: JC

Original date of publication: August 2007

Version: 01

History of Changes:

Version	Description of change	Date

Source: SQA

© Scottish Qualifications Authority 2007

This publication may be reproduced in whole or in part for educational purposes provided that no profit is derived from reproduction and that, if reproduced in part, the source is acknowledged.

SQA acknowledges the valuable contribution that Scotland's colleges have made to the development of Higher National qualifications.

Additional copies of this Unit specification can be purchased from the Scottish Qualifications Authority. Please contact the Customer Contact Centre for further details, telephone 0845 279 1000.

Higher National Unit specification: support notes

Unit title: Exhibition Planning and Design: Development

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

This Unit is mandatory within the HND 3D Design Group Award framework. It is designed to provide candidates with technical and professional knowledge and skills relating to the exhibition industry.

The Unit is intended to be practical in its application and has been specifically developed to enable candidates to demonstrate their ability to plan and implement a client presentation. The Unit will enable candidates to develop a brief, plan an exhibition installation, create a design presentation and produce working drawings, details and a specification for building contractors and suppliers.

Candidates will be expected to manage their time to meet deadlines in order to achieve progression through the Unit. The candidate should be able to access and disseminate information and should have an understanding of legal requirements relating to the exhibition industry.

Candidates should be able to demonstrate their ability to select and specify materials and finishes, negotiate contracts, articulate orders with suppliers and sub-contractors and manage a total project.

An understanding of legislation, agreements and good practice with regard to copyright, intellectual copyright and the need to acknowledge the contribution of others to the work is required.

Guidance on the delivery and assessment of this Unit

This Unit is designed to develop the candidate's ability to articulate ideas and thoughts in a logical and informative manner as part of the process of developing, designing and planning an exhibition installation. The candidate is encouraged to demonstrate an understanding of the exhibition industry by the preparation of information through a variety of output. The Unit should be delivered in a manner which enables candidates to appreciate its relevance in solving design problems.

It is anticipated that the Unit be delivered as a project based assessment. The Unit is designed to encourage the use of appropriate visual media in the creation, development and completion of project output.

The Unit is written to allow for delivery as an integrated project based assessment, where candidates will develop skills of critical analysis and personal reflection of their own work in preparation for work as part of a professional design team.

Candidates should be encouraged to visit design practices, exhibition contractors and commercial suppliers, etc and engage with industry practitioners.

Higher National Unit specification: support notes (cont)

Unit title: Exhibition Planning and Design: Development

Opportunities for developing Core Skills

Elements of the Core Skill of Problem Solving should be naturally developed and enhanced as candidates undertake the practical work for the Unit. Working to a specific client brief candidates have to plan the development of a creative process from inception to the construction, installation and articulation of an exhibition installation and prepare a schedule of logistical requirements.

This will require that they analyse, select and justify suitable media, methods and resources. Researching and assessing the importance of all factors impacting on the interpretation of the brief, including legal and health and safety considerations, will involve a high level of critical thinking. Applying and demonstrating knowledge and understanding and negotiating agreement with clients will involve a sophisticated level of creative thinking.

There are opportunities to foster co-operative working skills as candidates agree the nature and scope of aims and responsibilities with clients, demonstrating and explaining aspects of the process as they complete work to fulfil the brief. Throughout the Unit candidates should be encouraged to review and evaluate approaches to the Design process. On going evaluative consideration of the success of the project and the professionalism of the relationship developed with the client could involve discussion with the assessor to reinforce analytical and evaluative approaches to working practice.

Accuracy in interpreting complex numerical and graphic information and the ability to calculate, apply and present complex data in the form of working drawings underpins the competencies developed in the Unit. Candidates could be provided with formative opportunities to enhance skills in the interpretation and use of graphical information in practical situations. The emphasis of formative work should be on Numeracy as a tool to be used and applied efficiently and critically in practical contexts.

Open learning

The practical nature of parts of this Unit would make it difficult to deliver as open learning. However, it may be possible for candidates to access source information and complete written work electronically. Authentication of evidence presented would rest with the Centre.

For further information and advice please refer to the SQA document *Assessment and Quality Assurance for Open and Distance Learning* which is available on SQA's website: www.sqa.org.uk.

Candidates with disabilities and/or additional support needs

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. Further advice can be found in the SQA document *Guidance on Assessment Arrangements for Candidates with Disabilities and/or Additional Support Needs* (www.sqa.org.uk).

General information for candidates

Unit title: Exhibition Planning and Design: Development

This Unit is intended to prepare you for work as a professional exhibition designer. You will embrace a range of vocational knowledge and skills which will equip you to enter the world of work.

The Unit has four main elements:

- ◆ Researching and developing a detailed exhibition design brief
- ◆ Planning an exhibition installation and producing a schedule of logistical requirements
- ◆ Producing a design presentation for a client
- ◆ Producing accurate working drawings, details and specifications for contractors

For this Unit you will be expected to meet deadlines in order to achieve satisfactory progression through the Unit. You will demonstrate an awareness of legal responsibilities and health and safety legislation as it applies to the exhibition industry.

You will collect and retain any resource material and data that may be relevant to ideas generation, project development and management through to the completion of the project and use this material to support the work you produce for this Unit.

You will access information, develop logical research strategies and develop a means of processing information.

The final portfolio of creative output will reflect your competence in technical and professional knowledge and skills relating to the exhibition industry.

Throughout the Unit, you will also demonstrate an awareness of the skills, understanding and attributes necessary to be a designer within the exhibition industry.