

Higher National Unit Specification

General information for centres

Unit title: 3D Design: Portfolio and Presentation

Unit code: F0X7 35

Unit purpose: This Unit is designed to enable candidates to develop, produce and evaluate a collective body of their design work and promote their personal learning achievements. Candidates will showcase their skills through the production of a portfolio of work that highlights achievements and accomplishments. Candidates will also employ interview and interpersonal skills, expressing personal goals achieved, demonstrating competencies and evaluating skills learned.

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

- 1 Collate a portfolio of design work.
- 2 Analyse and evaluate a portfolio of design work.
- 3 Participate in a dialogue about personal design experiences.

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 is at the discretion of the centre. Candidates should have a thorough understanding of creative process having completed a large number of HN Units that form part of the 3D Design Group Award, or have similar qualifications or experience.

Core Skills: There are opportunities to develop the Core Skills of Problem Solving and Communication 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: Outcome 1 is assessed by a portfolio of design work.

Outcome 2 is assessed by written, oral or digital evidence of evaluation of a portfolio of design work.

Outcome 3 is assessed by a recorded interview.

Outcomes may be assessed separately or holistically. Candidates could collate a portfolio of work and which could be evaluated at one event.

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

Collate a portfolio of design work

Knowledge and/or skills

- ◆ Portfolio content
- ◆ Portfolio format
- ◆ Sequence of work
- ◆ Critical thinking
- ◆ Problem solving

Evidence Requirements

Candidates will need to provide evidence to demonstrate their knowledge and/or skills by showing that they can, in assembling a portfolio of their own work:

- ◆ demonstrate critical thinking skills and problem solving in the selection, collation and sequencing of a selection of design work
- ◆ showcase a broad range of their personal design skills in a coherent and self-explanatory format
- ◆ select work that represents a broad range of creative skills and knowledge
- ◆ include examples of developmental work

Evidence should be presented as a portfolio of design work in any suitable format.

Assessment guidelines

The assessment of this Outcome can be combined with Outcomes 2 and 3 as part of a single assessment for the Unit.

The selection of an appropriate format should take into account the variety of options available regarding, for example, paper format in a range of sizes from size A4 to A0, digital folios in CD, DVD and web format.

Higher National Unit specification: statement of standards (cont)

Unit title: 3D Design: Portfolio and Presentation

Outcome 2

Analyse and evaluate a portfolio of design work

Knowledge and/or skills

- ◆ Requirements of chosen specialism
- ◆ Analysis of own work and abilities
- ◆ Evaluation

Evidence Requirements

Candidates will need to provide evidence to demonstrate their knowledge and/or skills by showing that they can, with reference to the portfolio of work collated in Outcome 1:

- ◆ analyse and evaluate the completed portfolio of work with reference to the chosen design specialism
- ◆ justify their selection of work and give reasons for the format and sequence of the folio
- ◆ identify the restrictions, limitations, changes or opportunities that have led to the production of the completed portfolio
- ◆ deliver an evaluation of the relative effectiveness/success or otherwise of the final work

Evidence could be presented in any suitable format — oral, written or digital.

Assessment guidelines

The assessment of this Outcome can be combined with Outcomes 1 and 3 as part of a single assessment for the Unit.

If evidence is presented orally, for example as part of a group discussion or presentation to the tutor, then candidate responses should be recorded as assessment evidence.

Outcome 3

Participate in a dialogue about personal design experiences

Knowledge and/or skills

- ◆ Communication skills
- ◆ Interview techniques
- ◆ Personal presentation

Higher National Unit specification: statement of standards (cont)

Unit title: 3D Design: Portfolio and Presentation

Evidence Requirements

Candidates will need to provide evidence to demonstrate their knowledge and/or skills by showing that they can, in dialogue about personal design experiences:

- ◆ initiate communication of information showcasing their work and themselves
- ◆ clearly communicate all information
- ◆ sequence their communication in an ordered manner
- ◆ competently respond to questioning
- ◆ engage in considered and proactive dialogue

Evidence should take the form of an interview, which should be recorded for assessment purposes.

Assessment guidelines

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

An observational checklist could be used to record interviews, or interviews could be recorded audio-visually.

Administrative Information

Unit code: F0X7 35

Unit title: 3D Design: Portfolio and Presentation

Superclass category: JC

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History of Changes:

Version	Description of change	Date

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Higher National Unit specification: support notes

Unit title: 3D Design: Portfolio and 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

The Unit should offer candidates the opportunity to showcase the cumulative results of their design work and encourage competent promotion of their abilities and personal qualities. The Unit will also provide the candidates with the opportunity to acquire key presentation and interview skills that will be required for progression to employment or to other institutions.

The editing and selection process is the most important element in Outcome 1. Candidates should be encouraged to use analytical and problem solving skills in the selection of their work for inclusion in the portfolio. Pieces for inclusion should be effectively edited and organised to ensure a coherent body of work and candidates should lead this process. Candidates should be encouraged to think independently and express themselves through their work and the presentation of it.

In Outcome 2 candidates will evaluate their portfolio in terms of its fitness for purpose. By carrying out a thorough evaluation candidates will prepare themselves for the interview that will take place as the assessment for Outcome 3.

In Outcome 3 the use of role-playing to present selected work will help candidates articulate their ideas and aid self-promotion. Simulated interview scenarios will further prepare the candidate for progression to HEIs or to employment. The inclusion of a Curriculum Vitae could provide further evidence of the candidates' personal development and assist them in expressing their achievements during the interview.

Guidance on the delivery and assessment of this Unit

This Unit has been developed as part of the HND 3D Design Group Award. It is recommended that it should be taught and assessed within the subject area of the Group Award to which it contributes. Opportunities may be taken to link or integrate with other aspects of the course and a thematic approach adopted for both delivery and assessment.

The assembly, collation and production of the portfolio, by the candidate, form the main part of **Outcome 1**. This activity should be largely self-directed, with support and guidance when required from the tutor. Candidates should produce a folio that clearly showcases their strengths and reflects the breadth of their skills, knowledge and abilities.

In **Outcome 2** candidates will critically reflect on the completed portfolio, showing that they have the ability to look objectively at their own strengths and weaknesses and can express their thoughts about their own work. Participation in a group discussion when all candidates' folios are reviewed, will build confidence prior to the interview in Outcome 3.

Higher National Unit specification: support notes (cont)

Unit title: 3D Design: Portfolio and Presentation

Outcome 3 could take the form of an interview. This could take the form of a role-play. Alternatively, an interviewer/interview panel, drawn from industry and/or education, could be used. Interviews should be audio-visually recorded if possible, as this would allow candidates the opportunity to observe themselves in an interview situation and to reflect upon their own performance.

An observation checklist used to record candidate interviews, should record competent communication, effective response to questioning, clarity and focus of communication, roles taken in discussion, engagement with the interviewer, and interpersonal skills.

Opportunities for developing Core Skills

As they showcase a broad range of their personal design work candidates will naturally enhance Problem Solving skills. They have to select an appropriate format, and plan the collation and sequencing of work which demonstrates personal creativity most effectively. They should establish aims and work towards specific objectives and creative solutions. Taking account of all relevant issues, including available resources, and analysing the relative significance of each before identifying an appropriate design approach should provide opportunities to develop skills to an advanced level. Explaining limitations and restrictions and justifying approaches as they analyse and evaluate product and process is integral to achievement, and candidates should identify appropriate evaluative criteria.

Oral presentations should be focussed and relevant and demonstrate effective use of verbal and non-verbal communication techniques. Preparation for the oral presentation should involve consideration of the most appropriate style and language for listeners.

Practice of interviews or role play is recommended to ensure confidence. Candidates could be provided with checklists to ensure that they:

- ◆ collate, organise and structure information effectively
- ◆ signpost key points
- ◆ select and present materials to a professional standard
- ◆ use non-verbal communication techniques, such as eye contact and enthusiastic expression
- ◆ use pace and voice projection for impact
- ◆ respond to questions confidently and in a way that progresses communication

Open learning

The practical nature of parts of this Unit would make it difficult to deliver via open learning. Although parts of this Unit could be delivered by distance learning, it would require a considerable degree of planning by the centre to ensure the sufficiency and authenticity of candidate evidence.

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.

Higher National Unit specification: support notes (cont)

Unit title: 3D Design: Portfolio and Presentation

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: 3D Design: Portfolio and Presentation

This Unit will help you develop the ability to showcase yourself and your design abilities. On completion of the Unit you will have produced a portfolio of specialist design work that you feel confident in promoting as a showcase of your design abilities. You will also learn how to respond in a formal interview situation.

You will learn the importance of prioritising your work for selective inclusion in your portfolio. Further to this, you will learn skills necessary in conveying your design abilities and awareness.

The Unit has three Outcomes

For **Outcome 1** you will collate a portfolio of design work and demonstrate critical thinking and problem solving in the selection, collation and sequencing of your work.

For **Outcome 2** you will analyse and evaluate your portfolio of work, showing your understanding of the practical requirements of your design specialism. You will justify your selection of work and give reasons for the format and sequence of your portfolio.

For **Outcome 3** you will participate in a dialogue about your personal design experience. You will communicate clearly and confidently about all aspects of your work and respond competently to questioning.