

## Higher National Unit specification

### General information for centres

**Unit title:** Community Arts: Visual Arts Workshop

**Unit code:** F1MV 35

**Unit Purpose:** On completion of the Unit the candidate should be able to negotiate, plan, deliver and evaluate a visual arts workshop to a specific community client group. This Unit will build on, enhance and extend existing knowledge and skills. Candidates should be able to work independently in this Unit and reflect the interests and needs of the community/client group.

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

- 1 Negotiate a visual arts activity with a community group
- 2 Plan and organise a visual arts workshop for a client group
- 3 Deliver a visual arts workshop to a community group
- 4 Evaluate a visual arts workshop

**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. It would be helpful if the candidate had some prior knowledge and experience in the planning, organising and delivery of a visual arts workshop to a community group. This may be evidenced by the successful completion of HN Units at SCQF level 7 or similar qualifications or experience.

**Core Skills:** There are opportunities to develop the Core Skills of Problem Solving, Working with Others, Information Technology and Communication at SCQF level 6 and Numeracy at SCQF level 5 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.

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**Assessment:** This Unit will be assessed by means of continuous assessment of product evidence generated during the delivery of the Unit. Both formative and summative assessment may be used.

Outcome 1 is assessed by written or verbal evidence detailing contact with a community group.

Outcome 2 is assessed by a written or verbal plan and report for the delivery of the visual arts workshop.

Outcome 3 is assessed by a logbook, diary or equivalent, which records the delivery of the workshop.

Outcome 4 is assessed by an oral/written evaluation of the planning and delivery of a visual arts workshop.

## **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**

Negotiate a visual arts activity with a community group

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

- ◆ Sourcing/locating community/client group
- ◆ Requirements of a group
- ◆ Negotiation
- ◆ Recording techniques
- ◆ Health and safety legislation

#### **Evidence Requirements**

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

- ◆ source and locate a community/client group
- ◆ investigate the requirements of the group
- ◆ negotiate with the community group
- ◆ select and agree a suitable visual arts activity
- ◆ take account of all current health and safety requirements

Evidence should be presented in a written/oral/digital format and detail negotiations, requirements of the community group and the selection and planning of the visual arts activity.

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

**Unit title:** Community Arts: Visual Arts Workshop

### **Assessment guidelines**

Evidence of sourcing and locating a community group may be a collection/log book/diary of e-mails, phone calls, faxes, meetings and research. Further evidence may be in the form of minutes, records of informal discussions, group discussions,

Evidence of the selection of a relevant visual arts activity may be in the form of minutes, records of informal discussions, group discussions, and recordings.

### **Outcome 2**

Plan and organise a visual arts activity for a client group

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

- ◆ Meeting client needs and wants
- ◆ Selection of activity
- ◆ Selection of resources and materials
- ◆ Working within a budget
- ◆ Sourcing and costing
- ◆ Time management
- ◆ Risk assessment
- ◆ Health and Safety requirements

### **Evidence Requirements**

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

- ◆ detail how the selected activity meets the group's requirements
- ◆ produce a plan for a visual arts workshop
- ◆ produce a detailed activity timeline
- ◆ source suppliers and detail costs for the activity and produce a requisition
- ◆ produce a resources and materials list that quantifies the requirements
- ◆ carry out a risk assessment for the activity
- ◆ plan an activity taking into account health and safety requirements

Evidence should be presented as a written or verbal plan and report.

### **Assessment guidelines**

The plan for the delivery of the visual arts activity would normally cover resources, staffing, accommodation, costings, a risk assessment and timescale.

The report would normally detail the way in which the community/client group's needs are to be met and how the selection of the visual arts activity will meet them.

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

**Unit title:** Community Arts: Visual Arts Workshop

### **Outcome 3**

Deliver a visual arts workshop to a community group

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

- ◆ Organisation of resources and materials
- ◆ Time management
- ◆ Venue and transport
- ◆ Workshop protocol
- ◆ Delivery
- ◆ Client satisfaction
- ◆ Safe and considerate working practices

#### **Evidence Requirements**

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

- ◆ select the correct resources and materials for the activity, using the workshop plan
- ◆ organise workshop in accordance with the timeline plan
- ◆ deliver a visual arts workshop using the correct protocol
- ◆ collect evidence of client satisfaction
- ◆ use safe and considerate working practices that comply with current regulations

Evidence of the delivery of a visual arts workshop and use of correct protocol, may be in the form of tutor observation (recorded on a checklist), or by written attestation from an agreed observer.

Supporting evidence should be presented as a folio/collection/folder/diary/log book in any format.

#### **Assessment guidelines**

Suitable formats for the folio/collection/folder/diary/log book of evidence may be negotiated with the tutor to suit individual learning needs but must be presented in a neat, logical, clear and comprehensive manner. Formats could include recordings and online presentations, for example.

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

**Unit title:** Community Arts: Visual Arts Workshop

### **Outcome 4**

Evaluate a visual arts workshop

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

- ◆ Evaluation of data
- ◆ Evaluation of process
- ◆ Evaluation of personal contribution
- ◆ Critical reflection
- ◆ Evaluative reporting

#### **Evidence Requirements:**

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

- ◆ critically reflect on the delivery of a visual arts workshop
- ◆ evaluate the process of delivery in terms of strengths and weaknesses
- ◆ make recommendations for future delivery of a similar workshop
- ◆ produce visual evidence to support the evaluation
- ◆ analyse and evaluate client satisfaction data

Evidence should be produced as a report in any suitable format, oral, written or digital, supported by visual material. The report should be an accurate and concise written or oral record of the process of delivery of the workshop.

#### **Assessment guidelines**

Visual material would be expected to include authenticated photographic/digital images of the delivery of the workshop or examples of work produced during the workshop.

## Administrative Information

**Unit code:** F1MV 35  
**Unit title:** Community Arts: Visual Arts Workshop  
**Superclass category:** JA  
**Original date of publication:** August 2007  
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### History of changes:

Version	Description of change	Date

**Source:** SQA

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

### **Unit title:** Community Arts: Visual Arts Workshop

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**

Current legislation requires that the candidates must have enhanced disclosure certificates before working with community groups and this should be applied for at least six weeks in advance. The candidate must have the latest version of disclosure or statutory requirement.

This Unit is intended to allow candidates studying in an area of art and design, the opportunity to develop existing skills in relation to the planning, organisation, delivery and evaluation of a visual arts workshop, carried out with a community group. This level 8 Unit is intended to build on the experience gained in level 7 Units or add value to prior experience in the area of Community Arts.

Community Arts may be a possible area for future employment for HND candidates and this Unit would enable them to experience this field first hand. The Unit is recommended for delivery at any time during the second year of an HND and course of study. It builds on knowledge and skills gained in earlier Units within the Art and Design Group Award framework at level 7. This Unit may also be integrated with one or more other Units at level 8.

#### **Outcome 1**

The candidate will source and locate a suitable community group/organisation/project to whom a visual arts workshop can be delivered. There are many community groups who welcome arts workshops for their clients, for example, community arts projects, local festivals, youth groups, CATS (community action teams) projects, regeneration projects, environmental projects, community education groups, social work groups, after school clubs, nursery, primary and secondary schools.

After discussions and negotiations with the community group, a visual arts workshop activity will be agreed and timescale discussed.

The candidate will then produce the following evidence of negotiations with the client group:

- ◆ Details of initial contact eg telecom, e-mail, letter with group/s and choice of group
- ◆ Description of selected group — who and where the community group are, what they do, and what kind of visual arts activity they want
- ◆ Outline of the type of activity has been chosen by the group in negotiation with the candidate
- ◆ How the activity will be delivered and where
- ◆ How the activity will meet the client's needs and wants
- ◆ Who is funding this workshop and how
- ◆ Any risks and Health and Safety issues involved



## **Higher National Unit specification: support notes (cont)**

### **Unit title:** Community Arts: Visual Arts Workshop

#### **Outcome 2**

The candidate will be asked to produce a plan for the chosen visual arts workshop. The plan will be detailed in a report that may be written, electronic or verbal and may include the following:

- ◆ Identification of resources and materials that are suitable and relevant for the activity a risk assessment for the chosen activity. This may be a pro forma given by the tutor or the client group's own risk assessment form.
- ◆ Requisition for materials, with quantities and costs. The costs may include VAT or be ex VAT, depending on the status of the community group. This requisition may be sent to the client group if they are funding the workshop. It is good practice to build up a database of arts workshop materials suppliers for future reference.
- ◆ A workshop timeline that details the estimated time for each part of the activity. For example; setting up 8 minutes; welcome and introduction 4 minutes; demonstration 8 minutes; questions 3 minutes. This timeline could be in written/flow chart/pie or bar chart format, for example.
- ◆ Client Survey. The candidate should devise an appropriate satisfaction sheet for the workshop. For example, for an under five age group the candidate may use a smiley face and a sad face.

#### **Outcome 3**

The candidate will deliver the planned visual arts workshop to the chosen community group. To aid the production of evidence for this Outcome, it may be advisable to take along a colleague or friend to take digital images/records of the workshop. In some cases this may not be allowed by the community group and in this instance, a letter of attestation from the group leader would be acceptable. Evidence of the final workshop in the form of digital images or actual examples of the work produced could also be gathered as supporting evidence.

#### **Outcome 4**

The candidate will produce an evaluation report on the delivery of the visual arts workshop. This will include strengths, weaknesses and recommendations, as well as an evaluation of their personal contribution. This should be supported by visual evidence.

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

This Unit has been developed as part of the HND Art and 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

Candidates should work independently throughout this Unit, although it is permissible to have a workshop assistant/technician to aid in the delivery of a particular visual arts activity eg printmaking, ceramics. Some client groups may have their own assistant/helper in the workshop, eg carer, social worker or support worker.

## Higher National Unit specification: support notes (cont)

### Unit title: Community Arts: Visual Arts Workshop

For Outcome 1 the candidate will be asked to source and locate a suitable community group, with whom the delivery of a visual arts workshop can be negotiated. The candidate will produce written or verbal evidence detailing contact with community group. This should include:

- ◆ Evidence of investigation and contact with the client group by showing — a collection/log book/ diary of for example, e-mails, telecom, meetings, research.
- ◆ Evidence of the negotiations for selection of a relevant visual arts activity eg painting, collage, sculpture, printmaking.

For Outcome 2 candidates will be asked to produce a plan for a visual arts workshop to the chosen community group. This should include:

- ◆ Details of the selection of resources and materials for the activity and refers to the workshop plan. This must be correct for the activity and the candidate may evidence this by the production of a resources and materials list which quantifies exact requirements eg 12 x A3 150 gsm sheets of cartridge paper; 12 x introductory gouache sets; 12 x synthetic brush sets.
- ◆ A risk assessment for the activity. One risk assessment must be carried out for each activity.
- ◆ A materials and resources requisition with suppliers, quantities and costs that is correct for the activity. Candidates will have access to information about suppliers of suitable materials and equipment and may have built up a database from prior experience of community group work.
- ◆ A detailed activity timeline for the workshop which covers each session or workshop and the entire programme of workshops. This timeline could be in written/flow chart/ pie or bar chart format or based on a pro forma.
- ◆ The delivery of a visual arts workshop and use of correct protocol may be evidenced by tutor observation or by attestation, written or e-mail, from the client group supervisor.
- ◆ A simple client questionnaire or other appropriate format must be used at the end of the workshop to measure client satisfaction.

All of the above assessment points reflect best practice for community arts workers.

The format for the production of this evidence may be negotiated with the tutor to suit individual learning needs but must be presented in a neat, logical, clear and comprehensive manner.

For Outcome 3 the candidate will deliver a visual arts workshop and should produce assessment evidence in the form of a comprehensive report, which may be written, electronic or verbal and which includes the following:

- ◆ Authenticated photographic/digital images of the delivery of the workshop or examples of work produced during the workshop or a letter of attestation from the community group leader.
- ◆ An accurate and concise written, electronic or oral record of the process of delivery of the workshop.
- ◆ Identification of strengths and weaknesses of the delivery, including personal contribution.
- ◆ Recommendations for future delivery.
- ◆ Client satisfaction evaluation using the data collected.

## Higher National Unit specification: support notes (cont)

### Unit title: Community Arts: Visual Arts Workshop

For Outcome 4

The candidate will be asked to produce an evaluation of the visual arts workshop delivery. This may be written, digital or verbal and include the following elements:

- ◆ Photographic/digital images of the delivery of the workshop or examples of work produced during the workshop. The tutor, assistant or other authorised persons could have produced these. In certain cases there is an issue with confidentiality and cropped/pixillated client images may be acceptable. The delivery of the workshop may also be evidenced by tutor observation or attestation from the client group supervisor.
- ◆ Examples of work produced during the workshop, either in digital form or as product evidence.
- ◆ Evaluation of the workshop activity with reference to the plan indicating if there were any changes to this plan, the reasons for this and solutions.
- ◆ Evaluation of client satisfaction. This will reflect the questionnaires given out to the community group at the end of the workshop. This can be shown in a variety of ways, eg 8 out of 10 clients enjoyed the workshop or 80% of the clients enjoyed the workshop or this may be presented in a pie or bar chart format.
- ◆ Strengths and weaknesses of the delivery.
- ◆ The personal contribution made by candidate.
- ◆ Recommendations.

The tutor should authenticate any assessment evidence produced outwith controlled conditions

Learning and teaching materials should be accessible and inclusive and where applicable positively promote equality and cultural diversity.

### *Opportunities for developing Core Skills*

All elements of the Core Skill of Problem Solving, that is, planning and organising, critical thinking, and reviewing and evaluating, should be developed and enhanced in the Unit as candidates plan, undertake and evaluate a visual arts community workshop. Detailed planning and preparation for activities will be essential, and background research on resources and materials will be necessary. Identifying suitable resources and devising a plan for their safe and efficient use will require risk assessment for each activity. Costing, budgeting and analysing financial information will be an aspect of effective organisation, and some candidates may benefit from online support in working with data. Candidates select appropriate resources and materials for the activity using the plan and deliver a creative, safe visual arts workshop using the correct protocol. This will allow on-going opportunities for review and potential modification. Additional support materials or personal interviews with the assessor in order to reinforce analytical approaches to overall achievement will support development for future activities. Skills in technology will underpin all stages of researching and delivering practical activities, and will be further enhanced as candidates select effective methods of evidence presentation.

## **Higher National Unit specification: support notes (cont)**

### **Unit title:** Community Arts: Visual Arts Workshop

There are many opportunities to explore methods for managing co-operative working with others. All stages of planning and delivering will involve elements of negotiation, including the selection of appropriate programmes for group sessions. Centre designed self-assessment skills checklists might support practice in developing a range of approaches to working with different types of client groups. In the delivery of teaching sessions candidates will be required to demonstrate an understanding of the physical, emotional and cultural needs of others in order to progress communication. A significant level of verbal and non verbal communication skills will be developed in order to present visual arts in the most effective style and format. Candidates should be aware of how to use effective verbal and non-verbal communication techniques, use pace and voice projection and respond to comments and questions confidently. Written documentation, including records and minutes of meetings, should be accurate and follow accepted conventions.

### **Open learning**

The practical nature of parts of this Unit would make it difficult to deliver via open learning. However, it may be possible for candidates to access source information and complete written work electronically.

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](http://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](http://www.sqa.org.uk)).

## General information for candidates

### Unit title: Community Arts: Visual Arts Workshop

This Unit will enable you to plan, organise, deliver and evaluate a visual arts workshop that will be delivered to a client group in a community setting. This Unit will give you wider knowledge and understanding about the visual arts in the community.

- ◆ Deliver a visual arts workshop to a community group
- ◆ Evaluate a visual arts workshop

For Outcome 1 you will negotiate a visual arts activity with a community group. You will:

- ◆ After negotiation with the community group, select a visual arts activity which meets their needs and wants
- ◆ Detail your investigation and negotiation with a selected community group

In Outcome 2 you will plan and organise a visual arts workshop for your chosen client group. You will:

- ◆ detail how the selected activity meets the group's requirements
- ◆ produce a detailed activity timeline
- ◆ source suppliers and detail costs for the activity and produce a requisition
- ◆ produce a resources and materials list that quantifies the requirements
- ◆ carry out a risk assessment for the activity
- ◆ plan the activity taking into account health and safety requirements

For Outcome 3 you will deliver the visual arts workshop to the client group. As evidence that you have done this you will keep a record of the organisation and delivery of a visual arts workshop to the client group. You will:

- ◆ select the correct resources and materials for the activity, using the workshop plan
- ◆ organise the workshop according to your planned timescale
- ◆ collect evidence of client satisfaction
- ◆ use safe and considerate working practices that comply with current regulations

For Outcome 4 you will produce an evaluation of your delivery of the workshop activity. This may include photographic/digital images of the delivery of the workshop either taken by you or a member of staff that records the delivery of the workshop. You will:

- ◆ evaluate the strengths and weaknesses of your workshop delivery
- ◆ produce visual evidence to support the evaluation
- ◆ analyse and evaluate client satisfaction data
- ◆ make recommendations for future delivery of a similar workshop