



Higher National Unit Specification

General information for centres

Unit title: Arts Education in Practice: Monitor, Evaluate and Develop Practice

Unit code: FOH7 34

Unit purpose: This Unit is designed to enable arts practitioners to engage in effective evaluation of art form delivery. It will also prepare candidates to set goals and targets, gather reliable evidence, and use a range of monitoring and evaluation tools to inform future delivery and to develop their own practice.

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

- 1 Plan a monitoring and evaluation process.
- 2 Monitor and evaluate a project within Arts Education in Practice.
- 3 Evaluate and develop own practice.

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.*

Recommended prior knowledge and skills: Entry to this Unit is at the discretion of the centre. However, candidates should have a qualification at SCQF level 6 or above or equivalent professional experience in an art form.

It would be beneficial if candidates had some experience in delivering art form workshops. It would also be beneficial if candidates have good communication and interpersonal skills.

Core Skills: There are opportunities to develop the Core Skills of *Communication, Numeracy, IT, Problem Solving* and *Working with Others* at SCQF level 6 in this Unit, although there is no automatic certification of Core Skills or Core Skill 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: This Unit will be assessed holistically by a portfolio of evidence including a reflective journal.

Higher National Unit specification: statement of standards

Unit title: Arts Education in Practice: Monitor, Evaluate and Develop Practice

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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

Plan a monitoring and evaluation process

Knowledge and/or Skills

- ◆ Monitoring techniques
- ◆ Evaluation techniques
- ◆ Target and goal setting
- ◆ Generating valid and reliable evidence
- ◆ Negotiating with others
- ◆ Techniques for recording progress

Evidence Requirements

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

- ◆ analyse evaluation techniques
- ◆ select appropriate evaluation techniques
- ◆ agree appropriate targets and goals for evaluation
- ◆ set and prioritise clear and realistic goals and targets
- ◆ identify a range of valid and reliable evidencing mechanisms to assess progress

Assessment Guidelines

The Outcomes of this Unit are assessed holistically by a portfolio of evidence including personal development plan, monitoring and evaluation plan, monitoring and evaluation templates, gathered evidence and reflective journal to include influences and reflections on own practice.

It is envisaged that evidence for this Unit will be gathered as part of a placement, voluntary or paid employment.

Higher National Unit specification: statement of standards (cont)

Unit title: Arts Education in Practice: Monitor, Evaluate and Develop Practice

Outcome 2

Monitor and evaluate a project within Arts Education in Practice

Knowledge and/or Skills

- ◆ Conducive environments
- ◆ Reflective practice
- ◆ Negotiating with others
- ◆ Reporting techniques
- ◆ Giving and receiving constructive feedback

Evidence Requirements

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

- ◆ create an environment conducive to open and honest feedback
- ◆ use a range of appropriate methods to monitor the effectiveness of sessions
- ◆ collate an appropriate range of evidence for evaluation
- ◆ reflect and evaluate progress using agreed targets and goals
- ◆ involve others in the gathering, provision and interpretation of evidence
- ◆ revise goals and targets as appropriate to the evaluation of evidence
- ◆ give feedback on the evaluation of the session and propose further development
- ◆ report on findings of evaluation

Assessment Guidelines

The Outcomes of this Unit are assessed holistically by a portfolio of evidence including personal development plan, monitoring and evaluation plan, monitoring and evaluation templates, gathered evidence and reflective journal to include influences and reflections on own practice.

It is envisaged that evidence for this Unit will be gathered as part of a placement, voluntary or paid employment.

Outcome 3

Evaluate and develop own practice

Knowledge and/or Skills

- ◆ Personal development planning
- ◆ Reflective practice

Higher National Unit specification: statement of standards (cont)

Unit title: Arts Education in Practice: Monitor, Evaluate and Develop Practice

Evidence Requirements

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

- ◆ demonstrate a reflective approach to your own practice
- ◆ use a range of appropriate methods to monitor and evaluate own progress
- ◆ create an on going personal development plan and identify future self-development needs

Assessment Guidelines

The Outcomes of this Unit are assessed holistically by a portfolio of evidence including personal development plan, monitoring and evaluation plan, monitoring and evaluation templates, gathered evidence and reflective journal to include influences and reflections on own practice.

It is envisaged that evidence for this Unit will be gathered as part of a placement, voluntary or paid employment.

Administrative Information

Unit code:	F0H7 34
Unit title:	Arts Education in Practice: Monitor, Evaluate and Develop Practice
Superclass category:	GC
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Version	Description of change	Date

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Higher National Unit specification: support notes

Unit title: Arts Education in Practice: Monitor, Evaluate and Develop Practice

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 has been designed to enable arts practitioners to develop the appropriate skills and knowledge which will allow them to explore the monitoring and evaluation process and how they can build this into their practice.

This Unit should relate directly to a specific piece of work or project that the candidate is currently, or will be involved in, as paid employment or as a volunteer.

If this Unit is delivered as part of the PDA in 'Arts Education in Practice' the candidate's monitoring, evaluation and development of their practice will be informed by the Outcomes planned and agreed in Unit *Arts Education in Practice: Preparing to Deliver Art Form Development Sessions* and supported by the process and evidence gathered in Unit *Arts Education in Practice: Assist Individuals to Experience Art Form Practices*.

The need for good monitoring and evaluation will be reflected in the evidence gathered throughout the three Units and should relate to the particular delivery context as well as the candidate's personal and professional development.

Outcome 1

Candidates will plan a monitoring and evaluation process in relation to the agreed client's requirements and the participant's needs and expectations. They will identify opportunities to gather evidence during the delivery of art form sessions to use for monitoring and evaluation.

In order to achieve this, candidates should be given information on a range of monitoring and evaluation techniques and mechanisms. These may include active participatory techniques, capturing or recording of practical work, instant feedback methods, qualitative and quantitative methods and questioning techniques. Candidates should be made aware of the value of these techniques, their validity and reliability, and when each may be suitable for use.

Tutors and clients may provide templates for candidates to use in the collection of monitoring data and evaluation processes.

Candidates should be able to set goals and targets and use negotiating and recording to map progress. This may include prioritising learning Outcomes within a session, use of timelines and of video/digital cameras.

Higher National Unit specification: support notes

Unit title: Arts Education in Practice: Monitor, Evaluate and Develop Practice

Outcome 2

Candidates should gather and interpret a range of evidence in relation to the agreed client's requirements and the participant's needs and expectations, in a valid and reliable manner. The process of gathering and evaluating evidence may involve others eg clients, participants, peers or other stakeholders.

Candidates should be able to reflect on the negotiation of the group's goals and targets as part of the evaluation process of the sessions.

Candidates should be encouraged to use the evaluation to inform the planning and preparation of future sessions/work.

Candidates should demonstrate different styles of giving and receiving feedback.

Candidates should report on findings of evaluation with presentations appropriate to different audiences eg clients, Tutors or other stakeholders.

Outcome 3

Candidates should be encouraged to use reflection in their practice as a means of monitoring and evaluating their own processes. They should develop a personal action plan (to include self development needs and personal targets) and be encouraged to create, and use, a reflective journal.

Candidates should be introduced to a range of self assessment models for example SMART action planning, SWOT analysis as well as given opportunities for peer support and appraisal through action learning sets.

Guidance on the delivery and assessment of this Unit

If this Unit is delivered as part of the PDA in 'Arts Education in Practice' monitoring and evaluation techniques may be introduced as an integral part of the course, with Tutors using different monitoring and evaluation tools in relation to elements of the course. It is recommended that elements of this Unit are introduced in *Arts Education in Practice: Preparing to Deliver Art Form Development Sessions* so that monitoring and evaluation are integrated into the planning and delivery process.

The Outcomes of this Unit are assessed holistically by a portfolio of evidence including personal development plan, monitoring and evaluation plan, monitoring and evaluation templates, gathered evidence and reflective journal to include influences and reflections on own practice.

Assessment may include asking candidates to create a monitoring and evaluation framework for a specific piece of work and demonstrate their ability to use it effectively.

Higher National Unit specification: support notes (cont)

Unit title: Arts Education in Practice: Monitor, Evaluate and Develop Practice

Opportunities for developing Core Skills

There may be opportunities to gather evidence towards all five Core Skills in this Unit, although there is no automatic certification of Core Skills or Core Skills components.

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. Delivering centres will be responsible for ensuring the authenticity of candidate's work.

Candidates 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 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

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On completion of the Unit you should be able to:

- 1 Plan a monitoring and evaluation process.
- 2 Monitor and evaluate a project within Arts Education in Practice.
- 3 Evaluate and develop own practice.

This Unit is assessed by a portfolio of evidence to include a reflective journal.

If this Unit is delivered as part of the PDA in 'Arts Education in Practice' a reflective journal will be developed throughout the course to include influences and reflections on own arts practice. The journal will include evidence and experiences gathered whilst undertaking this Unit eg reflecting on your current practice and its development.

You will be expected to provide a rationale of your thought processes which may be provided as separate documents, through Tutorials or submitted included within your portfolio of evidence.