Higher National Unit Specification

General information for centres

This Graded Unit has been validated as part of the HNC in Audio Visual Technology. Centres are required to develop the assessment instrument in accordance with this validated specification. Centres wishing to use another type of Graded Unit or assessment instrument are required to submit proposals detailing the justification for change for validation.

Graded Unit title: Audio Visual Technology: Graded Unit 1

Graded Unit code: F37J 34

Type of Graded Unit: Project

Assessment Instrument: Practical Assignment

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 National 1 to Doctorates.

Purpose: This Graded Unit is designed to provide evidence that the candidate has achieved the following principal aims of the HNC in Audio Visual Technology:

♦   to prepare candidates for employment within the audio visual and related industries at entry level
♦   to introduce technical knowledge and key skills required for the contemporary AV industry
♦   to introduce knowledge of the institution, context and working practices of the AV industry
♦   prepare candidates for progression to further studies in AV or related disciplines

Recommended prior knowledge and skills: It is anticipated that the candidate should have completed, or be in the process of completing, the following Units relating to the above specific aims prior to undertaking this Graded Unit:

♦   *Introduction to Audio Visual Technology* (F1TK 34)
♦   *Camera: An introduction* (DM22 34)
♦   *Editing: An introduction* (DM0X 34)
♦   *Sound Recording: An introduction* (DM28 34)
♦   *Lighting: An introduction* (DM11 34)
♦   *Audio Visual Presentation 1: Introducing Audio Visual Presentation* (DH4D 34)
♦   *Audio Visual: Multi Media Digital Slide Production* (F1TL 34)
♦   *Sound Production: Sound reinforcement* (DJ38 34)

General information for centres

Core Skills: There are opportunities to develop the Core Skill *Problem Solving* at SCQF level 5 and the Core Skills *IT*, *Working with Others* and *Communication* all at SCQF level 6 although there is no automatic certification of Core Skills or Core Skills components.

Assessment: This Graded Unit will be assessed by the use of Practical Project based assignment. The developed project should provide the candidate with the opportunity to produce evidence that demonstrates she/he has met the aims of the Graded Unit that it covers.

Administrative Information

Unit code: F37J 34

Unit title: Audio Visual Technology: Graded Unit 1

Original date of publication: November 2008

Version: 02

History of Changes:

Version	Description of change	Date
02	Update of Conditions of Assessment.	03/08/18

Source: SQA

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 0345 279 1000.

Higher National Graded Unit Specification: instructions for designing the assessment task and assessing candidates

Graded Unit Title: Audio Visual Technology: Graded Unit 1

Conditions of Assessment

The candidate should be given a date for completion of the Practical Assignment. However, the instructions for the assessment task should be distributed to allow the candidate sufficient time to assimilate the details and carry out the assessment task. During the time between the distribution of the assessment task instructions and the completion date, assessors may answer questions, provide clarification, guidance and reasonable assistance.

Reasonable assistance is the term used by SQA to describe the difference between providing candidates with some direction to generate the required evidence for assessment and providing too much support which would compromise the integrity of the assessment. Reasonable assistance is part of all learning and teaching processes.

In relation to the assessment of Higher National Project-based Graded Units, assessors may provide advice, clarification, and guidance during the time between the distribution of the project instructions and the completion date, ie at each stage of the project.

Remediation allows an assessor to clarify candidate responses, either by requiring a written amendment or by oral questioning, where there is a minor shortfall or omission in evidence requirements. In either case, such instances must be formally noted by the assessor, either in writing or recording, and be made available to the internal and external verifier.

In relation to Higher National Project-based Graded Units, candidates must be given the opportunity for remediation at each stage of the project.

The evidence for a Higher National Project-based Graded Unit is generated over time and involves three distinct stages, each of which has to be achieved before the next is undertaken. This means that any re-assessment of stages must be undertaken before proceeding to the next stage. The overall grade is derived from the total number of marks *across all* sections, and should reflect the ability of the candidate to work autonomously and the amount of support required. In relation to Higher National Project-based Graded Units, candidates who have failed any stage of the project and have been unable to provide the necessary evidence through remediation must be given the opportunity for re-assessment of that stage.

Any candidate who has failed their graded unit or wishes to upgrade their award must be given a re-assessment opportunity, or in exceptional circumstances, two re-assessment opportunities. In the case of project-based graded units, this must be done using a substantially different project.

The final grading given must reflect the quality of the candidate's evidence at the time of the completion of the graded unit. Candidates must be awarded the highest grade achieved — whether through first submission or through any re-assessment, remediation, and/or reasonable assistance provided.

Higher National Graded Unit Specification: instructions for designing the assessment task and assessing candidates (cont)

Graded Unit Title: Audio Visual Technology: Graded Unit 1

Instructions for designing the assessment task

The assessment task is a project. The project undertaken by the candidate must be a complex task which involves:

♦ variables which are complex or unfamiliar
♦ relationships which need to be clarified
♦ a context which may be familiar or unfamiliar to the candidate

The assessment task must require the candidate to:

♦ analyse the task and decide on a course of action for undertaking the project
♦ plan and organise work and carry it through to completion
♦ reflect on what has been done and draw conclusions for the future
♦ produce evidence of meeting the aims which this Graded Unit has been designed to cover

Candidates must be provided with a brief that allows them to prepare, plan and demonstrate practical and production management skills on an Audio Visual project. Examples of typical Audio Visual projects may include a video, an interactive DVD, a website, an animation or an Audio Visual event such as a concert or presentation system for a conference. Centres should give guidance to candidates on the suitability of AV projects for the purposes of this Graded Unit and ensure that it is relevant to the overall aims of the HNC.

Higher National Graded Unit specification: instructions for designing the assessment task and assessing candidates (cont)

Candidates should project manage their own AV project, from conception and planning through development and completion to evaluation. The project will involve a practical assignment that culminates in 1) a Production Folder and 2) a finished AV project. The project file will document how the AV project progressed from initial conception to completion. The completed project will also be evaluated by the candidate.

Guidance on grading candidates

Candidates who meet the minimum Evidence Requirements will have their achievement graded as C — competent, or A — highly competent or B somewhere between A and C. The grade related criteria to be used to judge candidate performance for this Graded Unit is specified in the following table.

Grade A	Grade C
Stage 1 Is a seamless, coherent project file that: ♦ produces documented evidence for the planning stages of the work and shows an in-depth knowledge of each stage ♦ demonstrates effective management skills ♦ demonstrates in-depth understanding of the audio-visual industries ♦ is clear and well structured throughout ♦ uses concise language that is highly relevant to the audio-visual industry	**Stage 1** Is a co-ordinated project file that: ♦ produces documented evidence for the planning stages of the work ♦ demonstrates management skills ♦ demonstrates understanding of the audio-visual industries ♦ is structured throughout ♦ uses language that is relevant to the audio-visual industry
Stage 2 Is a seamless, coherent project that: ♦ produces evidence for the project of the work which demonstrates consolidated knowledge, understanding and skills through an integrated approach ♦ effectively knowledge, understanding and skills from the course Units to complex work ♦ demonstrates effective project management and independence of work ♦ is highly focused and relevant to the tasks associated with the project brief	**Stage 2** Is a co-ordinated project that: ♦ produces evidence for the project of the work and demonstrates a degree of integration between planning and production ♦ applies knowledge, understanding and skills from course Units ♦ demonstrates project management but requires additional mentoring to the agreed minimum ♦ is relevant to the tasks associated with the project brief
Stage 3 Is a well structured analysis that: ♦ produces well structured evidence of the control and evaluation of the project work ♦ reflects on the strengths and weaknesses of the audio-visual Project and the abilities of the candidate ♦ shows a clear and realistic strategy for future improvements	**Stage 3** Is a structured analysis that: ♦ displays control and evaluation of the project work ♦ reflects on the audio-visual Project and abilities of the candidate ♦ shows a strategy for future improvements

Higher National Graded Unit specification: instructions for designing the assessment task and assessing candidates (cont)

The project will be marked out of 100. Assessors will mark each stage of the project, taking into account the criteria outlined. The marks will then be aggregated to arrive at an overall mark for the project. Assessors will then assign an overall grade to the candidate for this Graded Unit based on the following grade boundaries.

A = 70% — 100%
B = 60% — 69%
C = 50% — 59%

Note: the candidate must achieve all of the minimum evidence specified below for each stage of the project in order to achieve the Graded Unit.

Evidence Requirements

The project consists of three stages: planning; developing; and evaluating. The following table specifies the minimum evidence required to pass each stage.

Note: The candidate must achieve **all of the minimum evidence** specified below for each stage of the project in order to pass the Graded Unit.

Project Stage	Minimum Evidence Requirements
Stage 1 — Planning 50%	A project file that includes documented evidence of how the candidate planned and completed the AV project. This would include the following documents: ♦ an initial response to the project brief such as a project proposal/concept development ♦ a project budget ♦ a project/installation schedule ♦ copyright clearance (if required) ♦ risk assessment documentation ♦ a booking schedule that shows what and when equipment was hired ♦ copies of letters/e-mails/faxes that were used during the project ♦ details of phone calls that were needed for the completion of the project ♦ any other paperwork (eg shooting script or publicity material) that the assessor thinks is relevant to the particular AV project The Project file should display management skills and use language which is suitable to the AV sector. *The candidate must achieve all of the minimum evidence specified above in order to pass the Planning stage.*

Higher National Graded Unit specification: instructions for designing the assessment task and assessing candidates (cont)

Project Stage	Minimum Evidence Requirements
Stage 2 — Developing 20%	Product evidence that shows the Audio Visual project has been developed and completed. The project should also: ♦ demonstrate knowledge of at least three areas of Audio Visual production/technical skills such as camera work, sound, lighting, video editing, web authoring, DVD authoring, system set up, presentation systems ♦ demonstrate the application of a range of practical and technical Audio Visual skills ♦ a project log that gives details of research and meetings that were required for the completion of the project *The candidate must achieve all of the minimum evidence specified above in order to pass the Developing stage.*
Stage 3 — Evaluating 30%	An evaluative report that reflects on the candidates performance throughout the Graded Unit. This report should do the following: ♦ show awareness of the planning skills that were used during stage 1 of the project ♦ reflect on the strengths and weaknesses of the planning process ♦ show awareness of the technical and practical skills that were used during stage two of the project ♦ reflect on the strengths and weaknesses of the production ♦ suggests future improvements *The candidate must achieve all of the minimum evidence specified above in order to pass the Evaluating stage.*

Higher National Graded Unit Specification: instructions for designing the assessment task and assessing candidates (cont)

Support Notes

It is envisaged that this Graded Unit would be started approximately half way through the candidate's studies, with an increasing amount of the time available for the Graded Unit being spent towards the end of the course. It is not intended that any new knowledge or skills are taught during delivery of the Graded Unit. Instead, the Graded Unit should be used to allow the candidate to demonstrate the integration and application of existing knowledge and skills. The lecturer's time will be spent discussing individual candidate work.

Time management is an important aspect of planning, developing and evaluating a practical activity and in order to help candidates manage their time effectively, lecturers should consider setting up individual progress reviews with candidates at the start of the Unit delivery time. Lecturers may consider developing a centre pro-forma to record their discussions with candidates. These discussions or mentoring activities are an essential part of the Graded Unit and should help ensure that candidates keep to timelines and should be included in their project file. The Grade finally achieved by the candidate depends on the work submitted. It is therefore very important that staff do not give undue assistance to candidates. The level of assistance should be fully discussed at course team level and any assistance given should be logged in the candidate's mentoring records.

The amount of time spent planning the project at this stage is seen as critical to the development of skills which are genuinely transferable in the audio-visual industry. Part of the planning will require the candidates to negotiate use of audio-visual technology and facilities. Candidates must also be able to co-operate with others in the class group. While it is not essential that all delivery takes place in a classroom, lecturers should try to ensure that a flexible approach towards ensuring adequate accommodation and resources are available to candidates. Access to computers is likely to be required throughout the Graded Unit. In addition, a range of audio visual equipment such as cameras, microphones, lights etc is necessary for stage 2. Assessors should decide on an appropriate assessment medium for the analysis in stage 3 and take into account the nature of the AV project and the particular needs of the candidate. It is anticipated that in most cases the analysis would take the form of a report but assessors should use their discretion and chose an appropriate medium.

Higher National Graded Unit Specification: instructions for designing the assessment task and assessing candidates (cont)

Equality and inclusion

This graded unit specification has been designed to ensure that there are no unnecessary barriers to learning or assessment. For information on these, please refer to the SQA document *Guidance on Assessment Arrangements for Equality and inclusion*, which is available on SQA's website: **www.sqa.org.uk**.

General information for candidates

Towards the end of your course you will start your Graded Unit. The purpose of this Graded Unit is to bring together many of the different skills you have learnt throughout your course. You will already have studied or be in the process of studying the mandatory Units on your awards.

This Graded Unit also reflects the main aims of the HNC. These are:

♦ to prepare you for employment within the audio visual and related industries at an appropriate level
♦ to introduce the technical knowledge and key skills that you will require for the contemporary AV industry
♦ to introduce your knowledge of working practices of the AV industry
♦ prepare you for progression to further studies in AV or related disciplines

You will be asked to apply some of the skills and knowledge you have learnt in the above Units to a practical assignment. You will also have to plan your assignment, develop your ideas and evaluate what you produce.

At the start of the Graded Unit you will be given a project brief which you will plan, develop and evaluate to provide a solution — just as you would for a client.

Examples of typical AV projects may include:

♦ an interactive DVD
♦ building a website
♦ an animation sequence
♦ an audio-visual event such as a concert or presentation system for a conference

Whatever project you chose to undertake, it must demonstrate the overall aims of the Unit. Your lecturer will give guidance on the suitability of your AV project for the purposes of this Graded Unit. The project will be marked in three distinct stages and you have to pass each stage of the project to pass the Graded Unit. The marks for each of the three stages will give a final mark out of 100%. The grade you receive is based on the following:

A = 70% — 100%
B = 60% — 69%
C = 50% — 59%

There are opportunities to develop the Core Skill *Problem Solving* at SCQF level 5 and the Core Skills IT, *Working with Others* and *Communication* all at SCQF level 6 although there is no automatic certification of Core Skills or Core Skills components. Here are some examples of how this may be done.

♦ Communication skills will be improved through discussions with your lecturer, through project meetings and through the tasks related to the completion your production folder.
♦ it is highly likely that your project will require you to employ the services of others in your class and/or contributors/experts. This will provide you with the opportunity to improve your *Working with Others* Core Skill.
♦ your production folder will allow you to develop your Information Technology skills. It is likely that part of your AV Project will involve working with computers. This should also improve your IT skills.

General information for candidates (cont)

♦ you are likely to encounter a range of technological challenges (related to eg lighting and sound) and logistical problems (relating to eg scheduling) throughout your AV project. Dealing with these problems will allow you to improve your *Problem Solving* Core Skill.

Throughout the Graded Unit you will meet with your lecturer who will advise you and make sure you are on the right track to achieve your Graded Unit within the given timescale. You will submit your finished project file and completed AV project just as you would to a client, along with an analysis of your project and your performance.