



Higher National Graded Unit specification

General information for centres

This Graded Unit has been validated as part of the Filmcraft and Animation HNC. 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.

This Graded Unit is designed to provide evidence that the candidate has achieved the following principal aims of the Filmcraft and Animation HNC. Candidates will prepare and present a complete animation product and supporting portfolio of material, including a journal and research portfolio documenting the 'journey' undertaken by the candidate. Many universities find the journal element invaluable when assessing candidate suitability for inclusion in a higher education program. This material could also be used to support employment applications and interview situations. The work necessary to complete this assignment should demonstrate the candidate's creativity and self-motivation and synthesise knowledge and skills acquired throughout the Filmcraft and Animation HNC.

Graded Unit title: Filmcraft and Animation: Graded Unit 1

Graded Unit Code: F4PF 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 Access 1 to Doctorates.*

Purpose: This Graded Unit is designed to provide evidence that the candidate has achieved the following principal aims of the Filmcraft and Animation HNC:

- ◆ provide the candidate with a foundation of skills and knowledge that you would expect from candidates studying Filmcraft and Animation
- ◆ develop study and research skills
- ◆ develop skills in vocationally relevant software and hardware
- ◆ develop current employment skills and expertise
- ◆ enable progression within the SCQF including progression to HND
- ◆ gain knowledge and understanding of different animation methods AND understand the role of computer technology within filmmaking and animation subject areas

General information for centres (cont)

Recommended Prior Knowledge and Skills: It is recommended 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:

| | |
|---------|----------------------------------------------------|
| DE2W 34 | <i>Graphics for Creative Multimedia Design</i> |
| DV5N 35 | <i>2D Computer Animation</i> |
| DX34 35 | <i>Digital Video for Artists and Designers</i> |
| DX32 35 | <i>Digital Audio for Artists and Designers</i> |
| DV96 34 | <i>Development Drawing</i> |
| DV9C 34 | <i>Portfolio Production</i> |
| DM0V 34 | <i>Creative Industries: An Introduction</i> |
| D7M3 34 | <i>Video Production 1: Planning and Production</i> |
| DW9J 34 | <i>Animation: An Introduction</i> |
| F41P 34 | <i>Audio Visual Design for Visual Mediums</i> |
| F4B5 34 | <i>Film Studies for Animators</i> |

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

Assessment: This Graded Unit will be assessed by the use of a Practical Assignment. The developed Practical Assignment 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

Graded Unit Code: F4PF 34

Graded Unit Title: Filmcraft and Animation: Graded Unit 1

Original date of publication: November 2008

Version: 01

History of Changes:

| Version | Description of change | Date |
|---------|-----------------------|------|
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Source: SQA

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

Graded Unit Title: Filmcraft and Animation: 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. The assessment task should be marked as soon as possible after the completion date. The final grading given should reflect the quality of the candidate's evidence at the time of the completion date.

The evidence for the project is generated over time and involves three distinct stages, where each stage has to be achieved before the next is undertaken. Thus any re-assessment of stages must be undertaken before proceeding to the next stage.

If a candidate fails the project overall or wishes to upgrade, then this must be done using a *substantially different* project, ie all stages are undertaken using a new project, assignment, case study, etc. In this case, a candidate's grade will be based on the achievement in the re-assessment, if this results in a higher grade.

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

The candidate must be asked to interpret a brief which requires the production of an animation which includes sound and visuals and has a narrative quality, possibly in the form of an advertisement for a product. The animation should be a minimum of one minute but no more than three minutes duration, and should be saved in an appropriate professional file format. Candidates must be asked to produce exemplar materials in the form of a portfolio of research, development schedules and logs, production notes, a project log/diary and storyboards.

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

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 |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Planning — Analysis of requirements and development of strategy | |
| <p>Is a seamless, coherent piece of work which:</p> <ul style="list-style-type: none"> ◆ demonstrates strategic thinking ◆ demonstrates skill in overcoming difficulties ◆ is self directed ◆ is presented to a high standard | <p>Is a co-ordinated piece of work which:</p> <ul style="list-style-type: none"> ◆ demonstrates a critical and evaluative approach ◆ demonstrates the ability to handle difficulties ◆ is self directed ◆ is presented clearly |
| Developing — Implementation of plan and management of the task | |
| <ul style="list-style-type: none"> ◆ is very effective throughout ◆ demonstrates seamless integration of skills ◆ demonstrates an exceptional level of skill ◆ is produced to high professional standard ◆ has impact ◆ is very well presented ◆ demonstrates exceptional application of practical skills | <ul style="list-style-type: none"> ◆ is generally effective ◆ integrates skills ◆ demonstrates practical competence ◆ demonstrates awareness of industry standards ◆ is presented to an acceptable standard ◆ is a competent piece of work which meets basic criteria |
| Evaluating — Effectiveness of approach taken at all stages | |
| <ul style="list-style-type: none"> ◆ uses criteria effectively ◆ includes critical analysis of original plan ◆ includes critical analysis of management ◆ has conclusions/recommendations and shows insight and focus ◆ uses evidence effectively | <ul style="list-style-type: none"> ◆ identifies criteria ◆ checks original analysis ◆ makes reference to difficulties ◆ has conclusions with recommendations provides supporting evidence |

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%

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

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 Maximum mark allocation: 20% | An action plan that includes: <ul style="list-style-type: none"> ◆ the candidate’s interpretation of the brief to include <ul style="list-style-type: none"> — evidence of analysing the requirements of the project, by setting objectives and identifying all the key factors affecting the project — evidence of selecting, justifying and developing a strategy for managing the practical task, taking into account key factors, including the resources and time available, and based on the analysis undertaken ◆ evidence of information gathered to clarify the brief identifying a wide range of resources required to carry out the project, including materials, people and equipment <p><i>The candidate must achieve all of the minimum evidence specified above in order to pass the Planning stage.</i></p> |
| Stage 2 — Developing Maximum mark allocation: 55 % | Evidence of the candidate carrying out the project, implementing the plan, producing the output and managing the practical task to include: <ul style="list-style-type: none"> ◆ output of the practical activity that meets required quality and includes sound and visuals and has a narrative quality ◆ evidence application of practical skills ◆ effective presentation techniques ◆ awareness of industry standards ◆ a completed product or substantial exemplar/pilot of a large scale project and exemplar materials ◆ a record of the processes underpinning the activity to include: <ul style="list-style-type: none"> — a portfolio of research, development schedules and logs — production notes, and a project log/diary <p>The animation should be a minimum of one minute but no more than three minutes duration, and should be saved in an appropriate professional file format.</p> <p><i>The candidate must achieve all of the minimum evidence specified above in order to pass the Developing stage.</i></p> |

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

| Project Stage | Minimum Evidence Requirements |
|---------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Stage 3 — Evaluating Maximum mark allocation: 25% | Evaluation report which should: <ul style="list-style-type: none"> ◆ briefly outline the assignment ◆ examine the effectiveness of the original analysis and objectives of the project ◆ make reference to any difficulties overcome during the course of the project which required modification or reflection of the action plan ◆ identify knowledge and skills gained or developed ◆ assess strengths and weaknesses of the output ◆ determine to what extent the assignment met the original brief ◆ make conclusions as to how the process could be improved, with recommendations for any future work ◆ include detailed evidence to support all aspects of the evaluation <p><i>The candidate must achieve all of the minimum evidence specified above in order to pass the Evaluating stage.</i></p> |

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

Support Notes

Delivery of the Graded Unit may vary depending on individual college academic calendars. It is envisaged that this Graded Unit may be started approximately halfway 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.

It is envisaged that the Graded Unit 1 will reflect the selected specialist cluster. A final product/set up is not required with emphasis being on the process, this also ensures that candidates choosing differing clusters will have equal opportunity to succeed in this Unit.

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 production 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. **Please refer to pages 18-21 of the SQA publication 'Guidance for the Implementation of Graded Units in Higher National Certificates and Diplomas' (April 2008).**

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 animation and film industries. Part of the planning will require the candidates to negotiate use of animation and 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 computer laboratory setting, lecturers should try to ensure that a flexible approach is taken, towards ensuring adequate accommodation and resources are available to candidates. Access to computers is likely to be required throughout the Graded Unit.

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 assessment arrangements. For information on these, please refer to the SQA document *Guidance on Assessment Arrangements for Candidates with Disabilities and/or Additional Support Needs*, which is available on SQA's website: **www.sqa.org.uk**.

General Information for Candidates

This Graded Unit provides you with the opportunity to demonstrate your ability to integrate knowledge, understanding and skills from the Filmcraft and Animation HNC. You will develop a project that involves utilising the knowledge and skills required to support the planning, organisation and development of a Filmcraft and Animation product.

The Unit should be undertaken on an individual basis, although this can involve the management and direction of others where required eg a technical lighting or camera production crew, acting/voice talent or musicians in production of diegetic/non diegetic material. You will be required to undertake the necessary pre-production and production tasks needed to realise a practical project. Assessment is not only concerned with practical activities however, and will allow you to demonstrate creative, interpersonal and management skills.

You will apply some of the skills and knowledge you have learnt in the HNC to a practical assignment. You will also have to plan your assignment, develop your ideas and evaluate the process of completing the assignment.

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

You will be asked to interpret the brief, which will require the production of an animation which includes sound and visuals, and has a narrative quality, possibly in the form of an advertisement for a product. The animation should be a minimum of one minute, but no more than three minutes in length, and should be saved to an appropriate format. You will produce a portfolio of research, development schedules and logs, production notes, a project log/diary and storyboards.

At each of the three stages of the Graded Unit you will meet with your lecturer who can advise and ensure you are progressing and able to achieve the Unit within the given timescale. You will submit the finished production file just as you would to a client, alongside an analysis of your project and performance.

Whatever project you chose to undertake, it must demonstrate the overall aims of the Graded Unit. Your lecturer will give guidance on the suitability of your project. The project will be marked in three distinct stages and you must 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 in this Unit to develop the Core Skills of *Working with Others*, *Problem Solving*, *Information Technology* and *Communication* all at SCQF level 6.