



Higher National Unit specification

General information for centres

Unit title: Community Arts: Music Workshop

Unit code: F5LL 35

Unit purpose: On completion of the Unit the candidate should be able to negotiate, plan, deliver and evaluate a music workshop to a specific community client group. This Unit will build on, enhance and extend existing knowledge and skills.

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

- 1 Negotiate a music workshop with a community group.
- 2 Plan and organise a music workshop for a client group.
- 3 Deliver a music workshop to a community group.
- 4 Evaluate a music 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 prior knowledge and experience in the planning, organising and delivery of a music workshop to a community group. This may be evidenced by the successful completion of relevant HN Units at SCQF level 7 or similar qualifications or experience.

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

General information for centres (cont)

Assessment: This could 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 could be assessed by a portfolio of evidence detailing engagement with a community group.

Outcome 2 could be assessed by an action plan and report for the management, organisation and delivery of the music workshop.

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

Outcome 4 could be assessed by an evaluation of the planning, management, organisation and delivery of a music 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 music activity with a community group

Knowledge and/or Skills

- ◆ Music activities
- ◆ Negotiation Skills
- ◆ 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 music requirements of the group
- ◆ negotiate with the community group
- ◆ select and agree a suitable music activity
- ◆ take account of all current health and safety legislation

Evidence should detail negotiations, music workshop requirements of the community group and the selection of the music activity.

Assessment Guidelines

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

Evidence of the selection of a relevant music activity could be in the form of minutes, records of informal discussions, group discussions and recordings.

Higher National Unit specification: statement of standards (cont)

Unit title: Community Arts: Music Workshop

Outcome 2

Plan and organise a music workshop for a client group

Knowledge and/or Skills

- ◆ Client needs and wants
- ◆ Resources and materials
- ◆ Budgeting Skills
- ◆ Sourcing and costing techniques
- ◆ Management skills
- ◆ Organisational skills
- ◆ Time management skills
- ◆ Risk assessment methods
- ◆ Health and safety requirements

Evidence Requirements

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

- ◆ explain the selected music activity meets the group`s requirements in terms of contemporary issues and community involvement
- ◆ produce an action plan for a music workshop
- ◆ produce a detailed activity timeline which identifies the significant deadlines
- ◆ source suppliers and detail costs for the music workshop
- ◆ produce a resources and materials list that quantifies the requirements
- ◆ produce a requisition for the purchase of the required materials
- ◆ carry out a risk assessment for the music activity

Evidence should be presented as a plan and report

Assessment Guidelines

The plan for the delivery of a music activity would normally cover resources, staffing, accommodation, costing, 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 music activity will meet them.

Higher National Unit specification: statement of standards (cont)

Unit title: Community Arts: Music Workshop

Outcome 3

Deliver a music workshop to a community group

Knowledge and/or Skills

- ◆ Resources and materials organisation skills
- ◆ Resources and materials organisation skills
- ◆ Workshop timeline
- ◆ Workshop protocol
- ◆ Workshop delivery techniques
- ◆ Gathering client feedback
- ◆ 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:

- ◆ gather the correct resources and materials for the music workshop, using the workshop plan
- ◆ organise workshop in accordance with the activity timeline
- ◆ deliver a music workshop using the correct protocol, including non judgemental attitudes, politeness, respect, inclusiveness, appropriate dress, community and cultural sensitivity
- ◆ implement safe and considerate working practices that comply with current regulations
- ◆ collect evidence of client satisfaction following the completed workshop and design a suitable form appropriate to the client group

A portfolio of supporting evidence should be presented that covers all of the Evidence Requirements.

Assessment Guidelines

Suitable formats for the portfolio 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.

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

Higher National Unit specification: statement of standards (cont)

Unit title: Community Arts: Music Workshop

Outcome 4

Evaluate a music workshop

Knowledge and/or Skills

- ◆ Data Analysis
- ◆ Critical evaluation skills
- ◆ Reflective practice
- ◆ Reporting skills

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 music workshop
- ◆ evaluate the process of delivery in terms of a minimum of three strengths and three weaknesses
- ◆ make a minimum of three 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 including supporting evidence. The report should be an accurate, comprehensive and concise record of the process of the delivery of the workshop.

Assessment Guidelines

Visual material may be submitted and include authenticated photographic/digital images of the delivery of the workshop or recorded examples of work produced during the workshop.

Administrative Information

Unit code: F5LL 35
Unit title: Community Arts: Music Workshop
Superclass category: JA
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Version	Description of change	Date

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Higher National Unit specification: support notes

Unit title: Community Arts: Music 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

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

Outcome 1

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

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

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

- ◆ Details of initial contact, eg telecom, email, 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 music 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 needs and wants
- ◆ Who is funding this workshop and how
- ◆ Any risks and Health and Safety issues involved

Outcome 2

The candidate will be asked to produce a plan for the chosen music workshop. The plan could be detailed in a report 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 music workshop materials suppliers for future reference.

Higher National Unit specification: support notes (cont)

Unit title: Community Arts: Music Workshop

- ◆ An activity timeline that details the estimated time for each part of the activity. For example; setting up 8 minutes; welcome and introduction 4 minutes; ice breaker 5 minutes, demonstration 8 minutes; questions 3 minutes. This timeline could be in descriptive/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 music 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/recordings 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 Outcome of the workshop in the form of digital images/recordings could also be gathered as supporting evidence.

Outcome 4

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

Guidance on the delivery and assessment of this Unit

If this Unit is delivered as part of the HND Community Arts Group Award (SCQF level 8) 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 Unit is recommended for delivery in the first or second teaching blocks during the second year of the HND Community Arts as it builds on knowledge and skills gained in earlier Units within the HNC Group Award framework at SCQF level 7 and the first year (SCQF level 7) Units in the HND Community Arts.

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

Candidates should work independently throughout this Unit, although it is permissible to have workshop assistant/technician to aid in the delivery of a particular music activity, eg sound, mixing, deck. 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: Music Workshop

For Outcome 1 the candidate will be asked to source and locate a suitable community group, with whom the delivery of a music workshop can be negotiated. The candidate will produce 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 music activity, eg rhythm, issue based, performance, samba

For Outcome 2 candidates will be asked to produce a plan for a music 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 drum pads, 12 x notation sheets; 12 head sets, 12 drum stick sets.
- ◆ A risk assessment for the activity. One risk assessment must be carried out for each music workshop.
- ◆ 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 descriptive/flow chart/ pie or bar chart format or based on a pro forma.
- ◆ The delivery of a music workshop and use of correct protocol may be evidenced by tutor observation or by attestation 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 music workshop and should produce assessment evidence in the form of a comprehensive report and which could include the following:

- ◆ Authenticated photographic/digital images/ recordings 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 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: Music Workshop

For Outcome 4

The candidate will be asked to produce an evaluation of the music workshop delivery. This will include the following elements:

- ◆ Photographic/digital images/ recordings 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 / recordings 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.

Opportunities for developing Core Skills

All components of the Core Skill of *Problem Solving*, that is, Planning and Organising, Critical Thinking and Reviewing and Evaluating, as well as communication, *IT*, *Numeracy* and *Working with Others*, should be developed and enhanced in the Unit to SCQF level 6, as candidates plan, undertake and evaluate a music 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 workshop. 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 music workshop using the correct protocol. This will allow ongoing 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.

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 work electronically.

Higher National Unit specification: support notes (cont)

Unit title: Community Arts: Music Workshop

Disabled candidates and/or those 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 whether any reasonable adjustments may be required. Further advice can be found on our website www.sqa.org.uk/assessmentarrangements

General information for candidates

Unit title: Community Arts: Music Workshop

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

- ◆ **Negotiate a music workshop with a community group**
For Outcome 1 you will negotiate a music workshop with a community group. After negotiation with the community group, select a music activity which meets their needs and wants. Detail your investigation and negotiation with a selected community group

- ◆ **Plan and organise a music workshop for a client group**
In Outcome 2 you will plan and organise a music workshop for your chosen client group. You will:
 - explain how the selected music activity meets the group's requirements
 - produce an action plan for a music workshop
 - produce a detailed activity timeline which identifies the significant deadlines
 - source suppliers and detail costs for the music workshop
 - produce a resources and materials list that quantifies the requirements
 - produce a requisition for the purchase of the required materials
 - carry out a risk assessment for the music workshop

- ◆ **Deliver a music workshop to a community group**
For Outcome 3 you will deliver the music workshop to the client group. As evidence that you have done this you will keep a record of the organisation and delivery of a music workshop to the client group. You will:
 - gather the correct resources and materials for the music activity, using the workshop plan
 - organise workshop in accordance with the activity timeline
 - deliver a music workshop using the correct protocol, including non judgemental attitudes, politeness, respect, inclusiveness, appropriate dress, community and cultural sensitivity
 - display a satisfactory level of evaluative skills
 - use safe and considerate working practices that comply with current regulations
 - collect evidence of client satisfaction following the completed workshop and design a suitable form appropriate to the client group

- ◆ **Evaluate a music workshop**
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:
 - critically reflect on the delivery of a music workshop
 - evaluate the process of delivery in terms of a minimum of three strengths and three weaknesses
 - make a minimum of three recommendations for future delivery of a similar workshop
 - produce evidence to support the evaluation
 - analyse and evaluate client satisfaction data

Evidence should be produced as a report in a suitable format including support materials. The report should be an accurate, comprehensive and concise record of the process of the delivery of the workshop.

General information for candidates (cont)

Unit title: Community Arts: Music Workshop

Opportunities for developing Core Skills

The Core Skills of *Problem Solving, Communication, IT, Numeracy* and *Working with Others*, should be developed and enhanced in the Unit to SCQF level 6, as you plan, undertake and evaluate a music 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 workshop. Costing, budgeting and analysing financial information will be an aspect of effective organisation, and you may benefit from online support in working with data. You will select appropriate resources and materials for the activity using the plan and deliver a creative, safe music workshop using the correct protocol. This will allow ongoing opportunities for review and potential modification. Additional support materials or personal interviews with the tutor 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 you select effective methods of evidence presentation.