



Higher National Unit specification

General information for centres

Unit title: Showreel, Portfolio and Curriculum Vitae Creation

Unit code: F6B6 35

Unit purpose: This Unit is designed to enable candidates to create a showreel and portfolio of work for presentation to a potential employer and/or client. It will give candidates the opportunity to prepare curriculum vitae to support their practical portfolio of work. It is primarily intended for candidates who expect to be employed within a 2D or 3D animation or arts environment.

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

- 1 Produce and evaluate a finished Showreel.
- 2 Produce and Evaluate a Portfolio of work for a given brief.
- 3 Research employment opportunities, evaluate content and produce a Curriculum Vitae to a given brief.

Credit points and level: 2 HN credits at SCQF level 8: (16 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. Candidates should have experience in the use of editing software as demonstrated by possession of Units such as *Digital Media: Video* F20D 34, *Editing: An Introduction* F45K 34 or other similar.

Core Skills: There are opportunities to develop the Core Skill of *Problem Solving* at SCQF level 6, the component *Written Communication* of the Core Skill *Communication* at SCQF level 6, and *Information Technology* 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.

Assessment: Assessment for Outcome 1 requires the candidate to plan and create a finished showreel of work, presenting evidence of selection; preparation and editing of a variety of source material for a completed edit to duration of 2 to 5 minutes and saved in an electronic/digital format suitable for presentation to a client. Assessment for Outcome 2 requires the candidate to plan and create a portfolio of work, presenting evidence of selection, preparation and presentation of examples of work in a format suitable for presentation to a client, and including no less than 10 examples of candidates work. Assessment for Outcome 3 requires the candidate to plan, create and present current Curriculum Vitae in a format suitable for presentation to a client.

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

Produce and evaluate a finished Showreel

Knowledge and/or Skills

- ◆ Showreels
- ◆ Visual and Audio integration
- ◆ Storyboarding
- ◆ Copyright

Evidence Requirements

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

- ◆ select and evaluate suitable examples of visual content for inclusion in a showreel
- ◆ select and evaluate audio content for inclusion in a showreel
- ◆ plan and storyboard a selection of clips for inclusion in a showreel
- ◆ edit content to produce a flowing sequence of clips including title and contact details
- ◆ output finished showreel, of a duration between 2 minutes, and 5 minutes
- ◆ incorporate content in line with copyright legislation

Assessment Guidelines

Candidates should provide evidence that they have reviewed and selected suitable material for inclusion into the finished showreel. Clips should be selected and edited in a manner which indicates an awareness of the use of colour, movement, and pace to produce a flowing sequence. The showreel should relate to the requirements of a given brief, for example a showreel and portfolio directed to a client whose requirements are based on 3D computer animation modelling skills should show examples of the candidate's expertise in that area. The showreel should also include a title and contact details for the candidate. Candidates should produce an Edit Decision List and Storyboard indicating the selected clips in order for inclusion in the final showreel, and this may take the form of a log of clips indicating suitability of the material. The selection of music or other audio content for the edit should be consistent with the visual material and must evidence an awareness of copyright law if not created by the candidate. Evidence of awareness of copyright law for use of non-original sounds may be done by the presentation of a pro forma document providing details of the musical copyright owner. The output format should be in a current digital storage format which can be viewed easily, ie DVD.

Higher National Unit specification: statement of standards (cont)

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Outcome 2

Produce and Evaluate a Portfolio of work for a given brief

Knowledge and/or Skills

- ◆ Portfolio Content
- ◆ Image Composition
- ◆ Resolution formats
- ◆ Delivery formats
- ◆ Presentation

Evidence Requirements

Candidates will need to provide evidence to demonstrate their Knowledge and/or Skills by selecting and preparing a portfolio of work and by showing that they can:

- ◆ select and evaluate a minimum of ten still images from a variety of existing productions, showing effective composition and suitability for a given brief
- ◆ manipulate images using appropriate software and save images to a suitable detailed resolution and size
- ◆ produce and present in a suitable format a portfolio of work to a given brief

Assessment Guidelines

Candidates could select and evaluate a range of clips which illustrate the skills that they have gathered and would wish to present to a given brief, for example to a client or employer as examples of their work. Still images from the clips should then be selected and evaluated which demonstrate an awareness of compositional values and show off the candidates work to good effect. The images selected should also relate to clips selected in Outcome 1 for inclusion in a showreel. These selected images should be rendered to an appropriate size and resolution to be able to output good quality images suitable for presentation to a given brief, ie hard copy (A4 or A5) images in a presentation folder or portfolio or in a suitable digital or electronic medium, such as CD, DVD or portable data device.

Higher National Unit specification: statement of standards (cont)

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Outcome 3

Research employment opportunities, evaluate content and produce a Curriculum Vitae to a given brief

Knowledge and/or Skills

- ◆ Areas of employment
- ◆ Curriculum Vitae (CV) structure.
- ◆ Personal Statements Covering letters

Evidence Requirements

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

- ◆ research areas of employment and employers
- ◆ evaluate content of portfolio and showreel for skills match
- ◆ produce a curriculum vitae which includes candidates name, address and contact details, gives detailed information of education and qualifications in chronological order, gives details of work experience in chronological order, indicates interests and skills and gives contact details of two references
- ◆ present CV in logical and structured manner to a contemporary format
- ◆ produce a personal statement and/ or a covering letter of application to a given brief, which makes reference to the content of the showreel, portfolio, and suitability for employment

Assessment Guidelines

The candidate should be given a brief to research and identify areas of employment and employers and in relation to the information gathered should review their own work and work experience to date, evaluating the most relevant information in relation to the employment opportunities identified. The candidate should produce an appropriate curriculum vitae, which includes their name, address and contact details, education, and qualifications, work experience, interests and skills, and contact details of two references. The CV should be produced in a contemporary format.

Interests and skills which may also be of interest to an employer and the candidate could include sports, embracing team working skills, initiative, charity work, artistic or intellectual endeavours or skills, foreign language skills or a current driving licence. Current and previous employment details are usually given chronologically indicating employer's name and address and candidate's roles and responsibilities in the job.

The candidate's personal statement and/or covering letter should be the equivalent of 200–300 words each and might indicate their suitability for employment, by making reference to the content of the showreel and portfolio evidence.

Administrative Information

Unit code: F6B6 35

Unit title: Showreel, Portfolio and Curriculum Vitae Creation

Superclass category: HC

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History of changes:

Version	Description of change	Date

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Higher National Unit specification: support notes

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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 80 hours.

Guidance on the content and context for this Unit

This Unit is designed to prepare candidates for interview with potential employers or clients. Candidates must research areas of employment, and employers, identifying skills areas, and review and evaluate their work and work experience to date in relation to the employment area identified, producing a Curriculum Vitae, Showreel and Portfolio which identify their relevant skills and suitability for employment.

The candidate should produce a showreel of examples of work for presentation, which should be of duration of 2 to 5 minutes and show clips of a number of projects illustrating the best examples of the candidates' abilities. Normally a showreel consists of short clips from various projects with a musical soundtrack and candidates will be expected to show an awareness of copyright issues in their selection of music if the material has not been created by them. Candidates will also be encouraged to have some visual elements to tie their clips together, such as a use of movement, direction, and colour or subject material to produce a flowing visual. Candidates should also include a title and contact details in their showreel.

Candidates must also produce a portfolio of examples of work in a suitable presentation format. It is important that the candidate export images of a suitable clarity and quality for presentation, as the normal resolution for export to video is of a lower quality. Candidates might be best advised therefore to look at output resolution and its effect on picture quality. It is expected that candidates will select at least ten images from a variety of projects illustrating their skills and abilities presenting them in a suitable format, either as hard copy prints in a presentation folder, or in an electronic format suitable for display, such as a PowerPoint presentation where good quality still images may be examined in detail by a client or potential employer.

Curriculum vitae should also be produced indicating a range of information about the candidate such as contact details, hobbies and interests, work and educational history, and two referees. Candidates should also include a personal statement and/or covering letter of approx 200–300 words to a prospective employer indicating their skills, aims and ambitions and suitability for employment. In the instance of a covering letter the candidate may wish to indicate a specific company or role to put the application in context.

Candidates should be assessed not on the quality of their content but on the quality of the various modes of presentation and their suitability for presentation to a prospective employer.

Higher National Unit specification: support notes (cont)

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Guidance on the delivery and assessment of this Unit

This Unit is likely to form part of a Group Award designed to provide candidates with the technical or professional knowledge and skills for employment within a design/artistic environment.

As this is seen as a summation of skills and knowledge gathered throughout the overall course of study this Unit should only be delivered at a stage where candidates have a good body of work to draw upon, and time should be allowed for inclusion of final projects. Candidates should be encouraged to archive and log their material throughout the period of delivery, in order to look out for suitable clips to include in the showreel. They should also be encouraged to export stills from their projects as they go, of a suitable quality and resolution for inclusion into a portfolio of work. Final submission should include a finished showreel, portfolio presentation, and curriculum vitae and letter/personal statement. Candidates should be assessed not on the quality of the material they select but on the quality of the various modes of presentation and their suitability for presentation to a client and/or prospective employer.

Opportunities for developing Core Skills

The production of the showreel provides opportunities to develop problem-solving skills. The writing of the CV, application form and covering letter could provide opportunities to develop written communication skills. IT developed through production of showreel.

Open learning

This Unit could be delivered by flexible, open learning using a blended delivery method; a VLE platform could provide some support to candidates. However, it would be beneficial for candidates to meet with their course tutor to discuss the finer, aesthetic elements of the showreel or portfolio of evidence.

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

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This Unit is designed to prepare you for an interview with a potential employer or client. You must research areas of employment, and employers, identifying skills areas, reviewing and evaluating your work and work experience to date in relation to the employment area identified, producing a Curriculum Vitae, Showreel and Portfolio, which identify your relevant skills and suitability for employment.

You should produce a showreel of examples of your work, which should be of duration of 2 to 5 minutes and show clips of a number of projects illustrating your abilities in their best light. Normally a showreel consists of short clips from various projects with a musical soundtrack and you will be expected to show an awareness of copyright issues in your selection of music if not created by yourself. You will also be encouraged to have some visual elements to tie their clips together, such as a use of movement, direction, colour or subject material to produce a continuous flowing visual sequence. You should also include a title and contact details in your showreel.

You will also produce a portfolio of work in a matter suitable for presentation to a prospective employer or as part of an application to a Higher Education establishment for further study to Degree or Post Graduate level. It is important that you export images of a suitable clarity and quality for presentation, as the normal resolution for export to video is of a lower quality, and you should therefore look at output resolution and its effect on picture quality.

You must select at least ten images from a variety of projects illustrating your skills and abilities in their best light and present them in a suitable format, as agreed with your lecturer.

A curriculum vitae should also be produced indicating a range of information about yourself such as contact details, hobbies and interests, work and educational history in chronological order, qualifications, and contact details of two referees. You should also include a personal statement and/or covering letter of approx 200-300 words to a prospective employer indicating your skills, aims and ambitions and suitability for employment. In the instance of a covering letter you may wish to indicate a specific company or role to put the job application in context.

Delivery and assessment

As this is seen as a summation of skills and knowledge gathered throughout the overall course of study you are encouraged to archive and log your material throughout the period of delivery in order to look out for suitable clips to include in your showreel, these must also be indicated prior to editing in a Storyboard or Edit Decision List which lists the shots for inclusion to your edit. You should also export stills from your projects as you go, of a suitable output quality and resolution for inclusion into a portfolio of work that may be examined in detail. You will be assessed not on the quality of the content you select but on the quality of the various modes of presentation and their suitability for presentation to a client and/ or prospective employer.

Final submission should include a finished Showreel, Portfolio presentation, Curriculum Vitae and Letter.