



Higher National Unit specification: general information

Unit title: Technical Theatre and Production Arts: Professional Development

Unit code: FA06 35

Superclass: LE

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Unit purpose

This Unit is designed to enable candidates to develop the knowledge and skills required to operate effectively as a professional production practitioner. It provides knowledge of professional bodies, areas for employment, representation and the legal requirements relating to production staff.

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

- 1 Evaluate a variety of potential employment opportunities.
- 2 Describe employment and working practices in theatre production.
- 3 Describe the main professional bodies that represent production staff.

Recommended prior knowledge and skills

Access will be at the discretion of the centre and the following recommendations are for guidance only.

Where a candidate has achieved the course entry criteria for HNC/HND Technical Theatre and Production Arts, they will have shown sufficient knowledge and skills for access to this Unit. For this Unit, although it is not necessary for candidates to have had previous experience as professional production staff, sufficient knowledge of the industry would be beneficial in the understanding of employment related organisations.

General information (cont)

Credit points and level

1 Higher National Unit 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.*

Core Skills

There are opportunities to develop the Core Skills of *Problem Solving*, *Communication* and *ICT* 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

This Unit could be assessed by means of three instruments of assessment, which will be undertaken periodically throughout the Unit. The Outcomes could be assessed in the form of an extended response question paper and two written or oral reports.

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

Evaluate a variety of potential employment opportunities.

Knowledge and/or Skills

- ◆ Looking for work
- ◆ Applying for work
- ◆ Relevant companies
- ◆ Employment opportunities
- ◆ Transferable skills
- ◆ Realistic entry levels into profession
- ◆ Curriculum Vitae (CV)

Evidence Requirements

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

- ◆ identify realistic entry levels into profession
- ◆ evaluate suitable employment opportunities
- ◆ describe how to apply for work
- ◆ describe the skills required to work
- ◆ produce relevant paperwork (including CV and cover letter)

by applying for work in *two* of the areas listed below:

- ◆ Commercial theatre
- ◆ Repertory theatre
- ◆ Receiving house
- ◆ Community theatre
- ◆ Small scale company
- ◆ Touring production
- ◆ Television/film
- ◆ Entertainments company
- ◆ Events company
- ◆ Conference company

Higher National Unit specification: statement of standards (cont)

Unit title: Technical Theatre and Production Arts: Professional Development

Assessment Guidelines

This Outcome could be assessed by means of a series of extended response questions in a portfolio of evidence including 2 x CVs and cover letters relating to each chosen area of application.

Outcome 2

Describe employment and working practices in theatre production.

Knowledge and/or Skills

- ◆ Taxation for production staff
- ◆ Working hours
- ◆ Rate of pay/fees
- ◆ Types of contract
- ◆ Working conditions
- ◆ Health and Safety responsibilities for employer and employee
- ◆ Future training and self development

Evidence Requirements

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

- ◆ describe different types of taxation for production staff
- ◆ describe different types of employment contracts suitable for production staff
- ◆ identify probable rates of pay in first professional job
- ◆ describe the health and safety responsibilities of both employers and employees
- ◆ describe opportunities for future training and self development

Assessment Guidelines

This Outcome could be assessed by a series of extended response questions. The assessment for this Outcome could be combined with that of Outcome 3.

Higher National Unit specification: statement of standards (cont)

Unit title: Technical Theatre and Production Arts: Professional Development

Outcome 3

Research, identify and describe the main professional bodies that represent production staff.

Knowledge and/or Skills

- ◆ Professional bodies including:
 - Equity
 - TMA (Theatre Managers Association)
 - ITC (Independent Theatre Council)
 - Broadcasting Entertainment Cinematograph and Theatre Union (BECTU)
 - Stage Management Association (SMA)
 - Association of British Theatre Technicians (ABTT)
 - Association of Lighting Designers (ALD)
 - Society of British Theatre Designers (SBTD)
 - Professional Lighting and Sound Association

Evidence Requirements

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

- 1 Research, identify and describe the two main Unions which represent theatre production staff in the Creative Industries, including the services they provide and the benefits of membership.
- 2 Research, identify and describe the function and services of four of the professional bodies below:
 - ◆ TMA (Theatre Managers Association)
 - ◆ ITC (Independent Theatre Council)
 - ◆ Stage Management Association (SMA)
 - ◆ Association of British Theatre Technicians (ABTT)
 - ◆ Association of Lighting Designers (ALD)
 - ◆ Society of British Theatre Designers (SBTD)
 - ◆ Professional Lighting and Sound Association

Assessment Guidelines

This Outcome could be assessed by a series of extended response questions designed to establish the candidates understanding of the Professional Bodies listed above. The assessment for this Outcome could be combined with that for Outcome 2.

Higher National Unit specification: support notes

Unit title: Technical Theatre and Production Arts: Professional Development

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 designed to enable candidates to develop the knowledge and skills required to operate effectively as a professional production practitioner. It provides knowledge of professional bodies, areas for employment, representation and the legal requirements relating to production staff.

In Outcome 1 the candidates are required to learn about the variety of potential employment opportunities that exist in the market place. They will be guided through the process of identifying suitable jobs, what level to enter the profession, and how to apply for those available posts. Emphasis will be placed on the importance of the layout and presentation of their CV and cover letter. They should also gain underpinning knowledge of self-management and appropriate methods of seeking employment, including research of current organisations with which the candidate may wish to seek employment.

In Outcome 2 the candidates should become aware of expected working conditions, rate of pay/fee, and different types of contracts, self-assessment and the implications of not operating effectively as a freelance worker. They should be made aware of what is expected of them in terms of conduct, commitment and hours of work within the different disciplines. They will also become familiar with the Health and Safety responsibilities of both the employee and employer, and opportunities for continuing professional development.

In Outcome 3 the candidates will be introduced to the main professional bodies and two unions that represent production staff. They will gain an overview of those bodies and unions in order to identify which will best represent them in their first professional post and/or chosen discipline.

This Unit provides underpinning knowledge relevant to a number of areas with technical theatre and as such there may be opportunities to integrate the delivery of this Unit from the HND in Technical Theatre and Production Arts.

As some aspects of the knowledge and skills developed in this Unit will also be assessed with the HND Graded Unit, it should be delivered as early as possible to allow the candidate sufficient time to prepare for the Graded Unit.

Higher National Unit specification: support notes (cont)

Unit title: Technical Theatre and Production Arts: Professional Development

Guidance on the delivery and assessment of this Unit

This Unit is likely to form part of a Group Award, which is primarily designed to provide candidates with professional knowledge and skills related to working as production staff. It would be expected that those who successfully completed the award would progress into the industry as a professional assistant technician or assistant stage manager. In these circumstances, the Unit is likely to be delivered towards the end of the award by which time the candidates should have a good appreciation of the main types of workplace environments with which they will be involved. This should allow the Unit to be delivered in a way that enables candidates to appreciate its relevance to the occupational area concerned.

Wherever possible, links and case studies used for examples should be drawn from real situations, which candidates will understand.

Assessment will be by means of three instruments of assessment, which will be undertaken periodically throughout the Unit. Outcomes should be in the form of an extended response question paper and two written or oral reports.

Opportunities for developing Core Skills

There are opportunities to develop the Core Skills of *Problem Solving*, *Communication* and *ICT* in this Unit, although there is no automatic certification of Core Skills or Core Skills components.

The delivery and assessment of this Unit may offer opportunities to develop the components Critical Thinking, Planning and Organising and Reviewing and Evaluating of the Core Skill of *Problem Solving* at SCQF level 5. The general skill required is the ability to identify potential employment opportunities and how to be successful in the job market. Specific skills required at SCQF level 5 include identifying the factors involved in the situation, assessing their relevance, and developing and justifying an approach to deal with the situation.

The delivery and assessment of this Unit may contribute towards the component Written Communication of the Core Skill of *Communication* at SCQF level 5, particularly in the preparation of CV, cover letter and evaluation report. The general skills of the component are 'read, understand and evaluate written communication' for its reading element and 'produce well-structured written communication' for its written element. The delivery and assessment of this Unit may contribute towards the component Oral Communication of the Core Skill of *Communication* at SCQF level 5, particularly in mock interviews. Any preparation towards producing a report within the folio of evidence, such as reading and research will facilitate development of the component's reading element, as candidates will need to examine a variety of information.

Open learning

This Unit could be delivered by distance learning. However, it would require planning by the centre to ensure the sufficiency and authenticity of candidate's evidence. It could also be offered on a part-time basis.

Higher National Unit specification: support notes (cont)

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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

History of changes to Unit

Version	Description of change	Date

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General information for candidates

Unit title: Technical Theatre and Production Arts: Professional Development

This Unit is designed to enable you to develop the knowledge and skills required to operate effectively as a professional production practitioner. It provides knowledge of professional bodies, areas for employment, representation and the legal requirements relating to production staff.

On completion of the Unit you should be able to:

- ◆ evaluate a variety of potential employment opportunities
- ◆ describe employment and working practices in theatre production
- ◆ describe the main professional bodies that represent production staff

You are likely to be assessed through a variety of means in this Unit including a written or oral report and extended response questions.