



## Higher National Unit specification: general information

**Unit title:** Radio: News Programme Production

**Unit code:** FT5V 35

**Superclass:** KA

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### Unit purpose

This Unit is designed to enable candidates to analyse, prepare and produce a complex news programme for radio.

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

- 1 Explain the components which make up a news programme.
- 2 Plan and prepare a complex news programme.
- 3 Produce a complex news programme for an agreed audience.

### Recommended prior knowledge and skills

Access to this Unit is at the discretion of the centre. As part of the delivery of HND Creative Industries: Radio, candidates would benefit from achievement in the following:

DM1C 34 *Radio: Technical Operations, Recording and Editing*  
FD5W 34 *Scripting and Presenting for Radio News*

### 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.*

## **General information (cont)**

### **Core Skills**

Opportunities to develop aspects of Core Skills are highlighted in the Support Notes of this Unit specification.

There is no automatic certification of Core Skills or Core Skill components in this Unit.

### **Context for delivery**

This Unit is an optional Unit within the HND in Creative Industries: Radio but can also be delivered as a stand-alone Unit.

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**

Outcome 1 could be assessed by means of a short essay or short answers to specific questions under open-book conditions.

Outcome 2 could be assessed by means of a candidate portfolio containing a completed script, running order and diary or log containing progress made in contacting and booking contributors and organising live feeds.

Outcome 3 will naturally flow from the first two and provides the practical production element. Assessment could take the form of a completed programme produced to an industry standard.

## 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

Explain the components which make up a news programme.

#### Knowledge and/or Skills

- ◆ How audience influences the content of news programmes and the importance of audience involvement
- ◆ The elements of script writing
- ◆ The role and importance of contributors
- ◆ The importance of planning and the use of running orders
- ◆ The use of live and remote feeds

#### Evidence Requirements

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

- ◆ explain the importance of audience in relation to content and delivery of a programme
- ◆ describe the planning process for a complex news programme, explaining the various roles and duties of those involved
- ◆ explain the importance of running orders in a news programme
- ◆ describe the use and importance of live components and remote feeds

#### Assessment Guidelines

Assessment could take the form of a short essay or short responses to specific questions.

It is recommended that this assessment is completed before moving on to Outcome 2 as the skills and knowledge built up for Outcome 1 will naturally lead on to Outcome 2.

## Higher National Unit specification: statement of standards (cont)

**Unit title:** Radio: News Programme Production

### Outcome 2

Plan and prepare a complex news programme.

#### Knowledge and/or Skills

- ◆ Contacting contributors
- ◆ Preparing a running order
- ◆ Writing a script
- ◆ Organising live feed(s)

#### Evidence Requirements

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

- ◆ contact and book contributors
- ◆ organise live feeds
- ◆ write a script which includes an intro, an ending and links into each section/ contribution both live and recorded
- ◆ prepare a running order

It is important that tutors make it clear to candidates that this Outcome is a practical continuation of Outcome 1 and provides essential preparation for Outcome 3.

#### Assessment Guidelines

For Outcome 2, a candidate portfolio could be developed as evidence, containing a completed script, running order and diary or log containing progress made in contacting and booking contributors and organising live feeds.

The number of contributors required can be negotiated between the candidate and tutor but there should ideally be at least one studio guest, one live guest and one other recorded voice.

The script should be flexible enough to change quickly if necessary (if time is running out) and should include easy to follow links and introductions into the live and recorded elements.

The work produced here could be used as the basis for the completed programme in Outcome 3.

## Higher National Unit specification: statement of standards (cont)

**Unit title:** Radio: News Programme Production

### Outcome 3

Produce a complex news programme for an agreed audience.

#### Knowledge and/or Skills

- ◆ News programme production
- ◆ Live and recorded elements
- ◆ Running orders
- ◆ Time scales

#### Evidence Requirements

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

- ◆ produce a recorded news programme to a professional standard which involves at least one presenter, studio guest(s) and also makes use of live content and recorded packages

The candidate must take charge of the production of the programme. There is no requirement to present although the option to do so should be available to candidates.

The programme must contain contributions from a studio guest or guests, at least one live insert and one recorded insert.

This should be a complex programme with various strands coming together to create the whole and the use of a technical operator should be allowed if required.

#### Assessment Guidelines

The time allowed for the programme can be agreed by the tutor and candidate but should allow sufficient time for each of the required elements to be assessed.

The completed programme should be produced to an appropriate standard for a radio station agreed by the tutor and candidate. The use of music and stings is recommended to start and end the programme and provide punctuation throughout.

While the completed programme should be recorded for the purpose of evidence, it should be delivered live.

The final running order and script as well as the recording should be retained for evidence.

## **Higher National Unit specification: support notes**

**Unit title:** Radio: News Programme Production

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 allow candidates the opportunity to analyse, prepare then produce a complex news programme. The completed programme must contain a mixture of live and recorded elements.

Although the term news programme is used throughout, it is recognised that an equivalent sports programme would be acceptable for the purposes of this Unit.

The analysis of programmes should allow candidates to find out and understand the elements required to produce a complex programme and how those elements come together to create the whole.

The candidate will take the knowledge learned in Outcome 1 and use it to prepare their own programme for broadcast in Outcome 2.

For Outcome 3, the preparation from Outcome 2 will be used as the basis for producing a news programme.

The length of the final programme can be left to the professional judgement of the delivering centre or the individual lecturer, but it should be of sufficient length to ensure that the various elements of intro, studio guest, live and recorded inserts and ending are adequately showcased.

### **Guidance on the delivery and assessment of this Unit**

The Unit delivery should allow candidates to decide the format of the programme. The content can be purely news or sport or a mixture of both. Candidate and tutor should agree the radio station on which the programme will be based.

Candidates would benefit from listening to excerpts from radio programmes such as Good Morning Scotland or a Saturday sports programme.

Candidates have to provide evidence that they understand the planning process for a radio programme. They have to be able to explain the roles and functions of Producers, Presenters, Reporters and Researchers and how they work together to create a coherent programme. The delivery of the Unit should include an investigation and appraisal of these four key roles.

Candidates will have to be taught the roles and the demands of the key personnel.

## Higher National Unit specification: support notes (cont)

**Unit title:** Radio: News Programme Production

Candidates will also have to show an understanding of the importance of a running order and script for a live programme. They must be able to demonstrate an understanding of the key component of a script and running order; the ability to cut or expand sections to allow a live programme to be flexible and come out in time.

Candidates should also have an appreciation of the planning and sourcing of live and remote feeds.

There are opportunities to integrate delivery with *Advanced Technical Operations: Studio*.

### Opportunities for developing Core Skills

There are opportunities to develop the Core Skills of *Communication* (both Written and Oral), *Numeracy* (Using Numbers), *Information and Communication Technology (ICT)*, *Problem Solving* and *Working with Others* at SCQF level 6 in this Unit, however there is no automatic certification of Core Skills or Core Skills components.

### Open learning

While some aspects of this Unit could be delivered via open or distance learning it does not lend itself to this approach due to practical nature of the Unit and the equipment required to successfully complete it.

### 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](http://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: Radio: News Programme Production**

This Unit is designed to give you the skills and knowledge required to analyse, prepare and then produce a complex news/sport radio programme.

There are three separate Outcomes each of which leads into the other.

In Outcome one you will study and analyse the makeup of news or sports programmes, focussing on the importance of audience, script and running order and the role of contributors, both live and recorded.

For Outcome two you will be required to produce a script and running order and organise contributors and live feeds for your programme.

Outcome three will see you produce and record a programme to an industry standard, ensuring a sense of flow and with accurate timing.

The programme will demand a range of skills and will involve the contributions of a live studio guest, a live contributor and a recorded contribution.

You will be required to agree the radio station style and therefore the content of your programme with your tutor.

To complete this Unit successfully, you will have to demonstrate knowledge of the components of a news programme. You will also be required to plan and produce a programme to broadcast standard.

To do so you will be required to ensure both live and recorded elements come together to create a coherent programme.