



## Higher National Unit specification: general information

**Unit title:** Radio: Advanced Technical Operations: Studio

**Unit code:** FT5W 35

**Superclass:** KA

**Publication date:** August 2011

**Source:** Scottish Qualifications Authority

**Version:** 01

### Unit purpose

This Unit is designed to enable candidates to acquire the skills and knowledge necessary to prepare for and then record complex live and pre-recorded studio based radio productions.

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

- 1 Prepare to undertake a complex live studio based radio production.
- 2 Carry out technical operations on a complex live studio based radio production.
- 3 Prepare to undertake a complex pre recorded studio based radio production.
- 4 Carry out technical operations on a complex pre recorded studio based radio production.

### Recommended prior knowledge and skills

Access to this Unit is at the discretion of the centre. However, it would be beneficial if the candidate had some basic knowledge and experience of radio broadcast studio technical operations. This could be demonstrated by achievement of one of the following:

DM1C 34 *Radio: Technical Operations, Recording and Editing*

Relevant work experience.

### 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

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. There may be opportunities to integrate delivery of this Unit with Units:

FT62 35	<i>Radio Magazine Production</i> — SCQF level 8
FT5V 35	<i>Radio: News Programme Production</i> — SCQF level 8
FT69 35	<i>Radio Feature Production</i> — SCQF level 8

### Assessment

This Unit can be assessed through a combination of practical activities recorded via an observation checklist, product evidence in the form of two 'transmitted' programmes and the production of relevant paperwork.

There are opportunities to combine the assessment of Outcomes 1 and 2 and Outcomes 3 and 4.

## Higher National Unit specification: statement of standards

**Unit title:** Radio: Advanced Technical Operations: Studio

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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

Prepare to undertake a complex live studio based radio production.

#### Knowledge and/or Skills

- ◆ How to communicate effectively with Producer
- ◆ How to test equipment and resolve any problems
- ◆ The implications of recording for as-live transmission
- ◆ How to work effectively with others as part of a studio production team
- ◆ The roles and responsibilities of the studio production team
- ◆ Current Health and Safety regulations

#### Evidence Requirements

Candidates will need to provide evidence to demonstrate their Knowledge and/or Skills by showing that they can; in the pre-production phase of a complex live radio programme:

- ◆ liaise effectively with the Producer to identify all production needs
- ◆ make appropriate preparations for recording
- ◆ ensure studio /transmission and recording equipment is set up for use
- ◆ observe all current and relevant Health and Safety regulations
- ◆ liaise effectively with all members of production team

#### Assessment Guidelines

This Outcome could be assessed by a combination of the production of relevant paperwork including notes of meetings with the Producer and a start up studio checklist and observation of practical activities recorded by observation checklist.

The candidate could be given a suitable brief, by the Producer, enabling him/her to carry out all pre production activities, thereby providing the necessary evidence to satisfy this Outcome.

The assessment of this Outcome could be integrated with Outcome 2.

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

**Unit title:** Radio: Advanced Technical Operations: Studio

### Outcome 2

Carry out technical operations on a complex live studio based radio production.

#### Knowledge and/or Skills

- ◆ How to operate studio equipment efficiently and effectively
- ◆ How to operate studio controls
- ◆ How to coordinate a range of simultaneous activities including selecting sound sources, using the mixing desk and operating a digital playout system
- ◆ How to work effectively with others as part of a studio production team
- ◆ How to maintain an organized approach, identify and prepare for possible contingencies
- ◆ How to deal smoothly with information or direction given via headphones and talkback without interrupting the flow of a live broadcast
- ◆ How to assess and identify problems or equipment failures without disruption to transmission
- ◆ How to comply with all relevant health and safety procedures to minimise risk to yourself and others

#### Evidence Requirements

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

- ◆ carry out all activities in the production phase of a complex live radio programme

#### Assessment Guidelines

This Outcome could be assessed observation checklist, combined with product evidence in the form of the final 'transmitted' programme.

The assessment of this Outcome could be integrated with Outcome 1.

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

**Unit title:** Radio: Advanced Technical Operations: Studio

### Outcome 3

Prepare to undertake a complex pre recorded studio based radio production.

#### Knowledge and/or Skills

- ◆ How to communicate effectively with Producer
- ◆ How to test equipment and resolve any problems
- ◆ The implications of pre recording for studio operations
- ◆ How to work effectively with others as part of a studio production team
- ◆ The roles and responsibilities of the studio production team

#### Evidence Requirements

Candidates will need to provide evidence to demonstrate their Knowledge and/or Skills by showing that, in the pre-production phase of a complex pre recorded radio programme, they can:

- ◆ liaise effectively with the Producer to identify all production needs
- ◆ make appropriate preparations for recording
- ◆ ensure studio /transmission and recording equipment is set up for use
- ◆ observe current Health and Safety rules/law/arrangements
- ◆ liaise effectively with all members of production team

#### Assessment Guidelines

This Outcome could be assessed by a combination of the production of relevant paperwork including notes of meetings with the Producer and a start up studio checklist and observation of practical activities recorded by observation checklist.

The candidate could be given a suitable brief, by the Producer, enabling him/her to carry out all pre production activities, thereby providing the necessary evidence to satisfy this Outcome.

The assessment of this Outcome could be integrated with Outcome 4.

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

**Unit title:** Radio: Advanced Technical Operations: Studio

### Outcome 4

Carry out technical operations on a complex pre recorded studio based radio production.

#### Knowledge and/or Skills

- ◆ How to operate studio equipment efficiently and effectively
- ◆ How to operate studio controls efficiently and effectively
- ◆ How to coordinate a range of simultaneous activities including selecting sound sources, using the mixing desk and operating a digital playout system
- ◆ How to work effectively with others as part of a studio production team
- ◆ How to maintain an organised approach, identify and prepare for possible contingencies
- ◆ How to deal smoothly with information or direction given via headphones and talkback
- ◆ How to assess and identify problems or equipment failures with minimal disruption to recording
- ◆ How to comply with all relevant health and safety procedures to minimise risk to yourself and others

#### Evidence Requirements

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

- ◆ carry out all activities in the production phase of a complex pre-recorded radio programme

#### Assessment Guidelines

This Outcome could be assessed observation checklist, combined with product evidence in the form of the final 'transmitted' programme.

The assessment of this Outcome could be integrated with Outcome 3.

## Higher National Unit specification: support notes

**Unit title:** Radio: Advanced Technical Operations: Studio

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 develop knowledge and skills in studio technical operations. The Unit will enable the candidate who has already achieved some skills in studio self operation techniques to expand into the area of working with a producer and production team on both live and pre recorded complex radio shows. The candidate will be introduced to the structure and operation of radio production teams and be taught how to work effectively with others within this framework. The candidate will also be taught how to set up, test and check equipment and remedy any faults identified. The candidate will be taught how to carry out the role of a technical operator on both live and pre-recorded shows.

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

This Unit is designed to provide the candidate with technical and professional knowledge and skills relating to the role of a technical operator within a radio production team.

It is unlikely but not impossible for this Unit to be delivered as free-standing. An individual could possibly undertake this Unit if there was an opportunity to be a member of a production team while engaged on a work placement or if the institution itself could provide a viable project in the work place

Assessment of all Outcomes should be integrated with other Units being undertaken by other candidates on a full production. This, for example, could be *Creative Industries: Radio: Magazine Production* and/or *Creative Industries: Radio: News Production*.

There is no necessity to deliver or assess Outcomes 1 and 2 before Outcomes 3 and 4. However Outcome 1 must be delivered and assessed before Outcome 2 and Outcome 3 must be delivered and assessed before Outcome 4.

### Opportunities for developing Core Skills

There are opportunities to develop the Core Skills of *Numeracy, Information and Communication Technology (ICT)* and *Problem Solving* at SCQF level 6 in this Unit, although there is no automatic certification of Core Skills or Core Skills components.

### Open learning

Due to the necessity of the candidate to work on an actual project as a member of a team, it is unlikely that this Unit can be delivered by open learning unless undertaken in a work or work experience setting where there are opportunities for the candidate to undertake supervised work as part of a production team. Centre will need to ensure adequate procedures are in place to verify the authenticity of candidates work.

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

**Unit title:** Radio: Advanced Technical Operations: Studio

### **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: Advanced Technical Operations: Studio

This Unit is designed to give you the experience of working as a Technical Operator as part of a production team creating both a 'live' and pre recorded studio based radio programme. As Technical Operator it will be your job to ensure that the technical elements of the 'transmission' and recording of these programmes takes place in a smooth and efficient manner. You will be responsible for the following:

- ◆ Communicating effectively with the Producer during pre production
- ◆ Communicating effectively with the Production Team during pre production
- ◆ Communicating effectively with the Producer during production
- ◆ Communicating effectively with the Production Team during production
- ◆ Testing and resolving problems with recording and other studio/transmission equipment
- ◆ Operating studio equipment and controls efficiently and effectively
- ◆ Assessing and identifying 'on air' problems or equipment failures
- ◆ Handling 'on air' problems or equipment failures with minimal disruption to transmission/recording

You will be required to:

- ◆ keep an accurate record of all pre production meetings with the Producer and the production team. This will be carried out to a deadline set by your tutor under open-book conditions.
- ◆ prepare studio start up checklists for both productions. This will be carried out to a deadline set by your tutor under open-book conditions.
- ◆ set up and test the studio and equipment for both productions.
- ◆ operate all appropriate studio equipment during both productions.

On completion of the Unit you will be able to:

- 1 Prepare to undertake a complex live studio based radio production.
- 2 Carry out technical operations on a complex live studio based radio production.
- 3 Prepare to undertake a complex pre recorded studio based radio production.
- 4 Carry out technical operations on a complex pre recorded studio based radio production.

You will be assessed in this Unit through a combination of practical work and the production of appropriate paperwork.