



Higher National Unit specification: general information

Unit title: Radio Magazine Production

Unit code: FT62 35

Superclass: KA

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Unit purpose

This Unit is designed to enable candidates to acquire the skills and knowledge necessary to carry out the key production roles in the creation of a radio magazine programme.

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

- 1 Perform the role of Producer on a radio magazine programme.
- 2 Perform the role of Writer on a radio magazine programme.
- 3 Perform the role of Researcher on a radio magazine programme.
- 4 Perform the role of Presenter on a radio magazine programme.

Recommended prior knowledge and skills

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

DM0W 34 *Creative Project*
DM1A 34 *Radio Presentation*

Relevant work experience.

Credit points and level

2 Higher National Unit 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.*

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 Creative Industries: Radio award 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

The candidate will be assessed on their contribution to the production of radio magazine programmes in each of the four key roles (corresponding to the four Outcomes). The candidate will likely work as part of team, carrying out each of the four roles in turn. There may be opportunities to integrate the assessment of Outcomes 1 and 2 and Outcomes 3 and 4.

Higher National Unit specification: statement of standards

Unit title: Radio Magazine Production

Unit code: FT62 35

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

Perform the role of Producer on a radio magazine programme.

Knowledge and/or Skills

- ◆ How to originate an appropriate idea
- ◆ How to make a proposal for the idea
- ◆ How to identify and prepare relevant background information
- ◆ How to estimate production costs
- ◆ Production requirements for content length and style, duration and audience
- ◆ Key legal and ethical considerations which affect the use of information
- ◆ Relevant copyright restrictions
- ◆ Relevant aspects of current broadcasting codes of practice
- ◆ How to communicate effectively with the production team/contributors prior to and during the programme
- ◆ Relevant Health and Safety procedures

Evidence Requirements

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

- ◆ analyse a brief
- ◆ evaluate ideas against the criteria of the brief
- ◆ select appropriate ideas
- ◆ present appropriate ideas in the form a proposal
- ◆ create an appropriate production schedule
- ◆ create an appropriate budget estimate
- ◆ comply with all relevant codes of conduct and legislation
- ◆ control all phases of the production

Assessment Guidelines

The candidate could be given a suitable brief, enabling them to meet the Evidence Requirements detailed above.

Higher National Unit specification: statement of standards (cont)

Unit title: Radio Magazine Production

Outcome 2

Perform the role of Writer on a radio magazine programme.

Knowledge and/or Skills

- ◆ How to write in a clear, conversational and readable style
- ◆ How to use appropriate language, content and approach to suit the requirements of the genre, format and target audience
- ◆ How to ensure that information contained in the script is accurate
- ◆ How to use the relevant layout and annotation required for a magazine programme
- ◆ How to write appropriate intros, cues, outros and back announcements
- ◆ How to ensure that the script content complies with relevant laws, industry regulations and organisational guidelines
- ◆ How to deliver scripts to agreed lengths and to deadline

Evidence Requirements

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

- ◆ create a script for a radio magazine programme
- ◆ write in a clear, conversational and readable style
- ◆ use correct punctuation, grammar and spelling
- ◆ use appropriate language, content and approach to suit the requirements of the genre, format and target audience
- ◆ ensure that information contained in the script is accurate
- ◆ use the relevant layout and annotation required for a magazine programme
- ◆ write appropriate intros, cues, outros or back announcements

Assessment Guidelines

This Outcome could be assessed through the preparation of a script for a magazine radio programme to meet the requirements of a given brief. The brief should allow the candidate opportunities to meet the all Evidence Requirements listed above.

Higher National Unit specification: statement of standards (cont)

Unit title: Radio Magazine Production

Outcome 3

Perform the role of Researcher on a radio magazine programme.

Knowledge and/or Skills

- ◆ How to identify appropriate areas for research
- ◆ How to identify appropriate sources of information
- ◆ How to carry out research to timescales and deadlines
- ◆ How to carry out research within the resource constraints for the programme
- ◆ How to evaluate information
- ◆ The legal and ethical considerations which affect the use of information
- ◆ Relevant copyright restrictions
- ◆ How to identify and book relevant contributors
- ◆ How to produce appropriate production notes on each contributor and each topic/item
- ◆ How to brief contributors clearly and concisely

Evidence Requirements

Candidates will need to provide evidence to demonstrate their Knowledge and/or Skills by showing that, for a given brief, they can:

- ◆ identify appropriate areas for research
- ◆ identify appropriate sources of information
- ◆ carry out research to timescales and deadlines
- ◆ carry out research within the resource constraints for the programme
- ◆ evaluate information in terms of factual accuracy
- ◆ evaluate information in terms of legal and ethical considerations
- ◆ conform to all relevant codes of practice and legislation
- ◆ produce appropriate production notes on each contributor
- ◆ produce appropriate production notes on each topic/item
- ◆ brief contributors

Assessment Guidelines

This Outcome could be assessed through the production of a portfolio of evidence including relevant research and briefing notes. Candidates could be provided with a suitable brief to allow them to generate evidence to meet the Evidence Requirements listed above.

Higher National Unit specification: statement of standards (cont)

Unit title: Radio Magazine Production

Outcome 4

Perform the role of Presenter on a radio magazine programme.

Knowledge and/or Skills

- ◆ How to communicate effectively with the Producer
- ◆ How to communicate effectively with the production team
- ◆ How to communicate effectively with the contributors
- ◆ How to use a presentation style appropriate to the target audience
- ◆ Engagement with and understanding of the content of the material being presented
- ◆ How to adopt a tone of voice and style of delivery appropriate to the subject matter, programme format, time of day and target audience
- ◆ How to question contributors in an appropriate and effective manner
- ◆ Relevant Health and Safety legislation

Evidence Requirements

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

- ◆ present a radio magazine programme
- ◆ communicate effectively with the Producer and production team
- ◆ use a presentation style appropriate to the target audience
- ◆ present the material in a meaningful way
- ◆ use an appropriate tone of voice and style of delivery
- ◆ ask meaningful questions in an appropriate and effective manner
- ◆ conform with Health and Safety legislation

Assessment Guidelines

This Outcome could be assessed by means of the candidate presenting a radio magazine programme to meet a given brief. Evidence could be presented in the form of the programme itself supported by an observation checklist.

Higher National Unit specification: support notes

Unit title: Radio Magazine 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 80 hours.

Guidance on the content and context for this Unit

This Unit is designed to develop knowledge and skills in the key production roles involved in the creation of a radio magazine programme. The Unit will enable the candidate who may have gained some skills in this area at HNC level to further develop these skills in the production of a team based project. The candidate will gain key skills in the origination and development of creative ideas, the management of the creative process, the management of other within the creative process, the control of a team based production, undertaking research for a complex production, scripting for a complex production and presenting a complex production.

Guidance on the delivery and assessment of this Unit

This Unit is designed to provide the candidate with the knowledge and skills relating to the four key production roles within a radio magazine 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 several production teams while engaged on a work placement or if the centre itself could provide viable projects in the work place.

Assessment of all Outcomes is designed to take place within the framework of a number of magazine programmes being created where the candidate will take on each role in turn. However, if appropriate, given candidate numbers, Outcomes could be combined, for example Outcomes 1 and 2 and Outcomes 3 and 4.

In order that the industry conditions be simulated as closely as possible the programmes on which the candidate is assessed should be a minimum of 30 minutes in length.

Opportunities for developing Core Skills

There are clear opportunities to develop the Core Skills of *Communication*, *Problem Solving* and *Working with Others*, all at SCQF level 6, and there may also be opportunities to develop the Core Skill of *ICT* also at SCQF level 6. There is no automatic certification of Core Skills or Core Skills Components in this Unit.

There are opportunities to develop the Core Skill of *Communication*, both Written and Oral, through all four Outcomes of this Unit as the candidate is required to communicate with production staff, develop a script and present a programme. Each of the Outcomes will also present opportunities to develop the Core Skills of *Working with Others*, as part of the production team, and *Problem Solving* as candidates respond to issues arising at each stage of the production process.

Higher National Unit specification: support notes (cont)

Unit title: Radio Magazine Production

There may also be opportunities to develop the Core Skill of *ICT* depending on how candidates chose to produce evidence for the various Outcomes.

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. Centres will need to ensure adequate procedures are in place to verify the authenticity of candidates' work.

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: Radio Magazine Production

This Unit is designed to give you experience of working in the four key production roles within a radio magazine production team: Producer; Writer; Researcher and Presenter.

Outcome 1:

This Outcome is designed to allow you to gain the skills and knowledge necessary to lead a team in the creation of a radio magazine programme and leads onto the control and management of the transmission/recording of the programme itself.

Outcome 2:

This Outcome is designed to allow you to gain the skills and knowledge necessary to perform the role of writer on a radio magazine programme. You will develop knowledge and skills in telling stories, presenting arguments, summarising complex information and communicating key points in well structured writing aimed at a target audience.

Outcome 3:

This Outcome focuses on the role of the researcher and is designed to develop your knowledge and skills in carrying out both Primary and Secondary Research. You will have to gather and evaluate appropriate information and check it for accuracy; write notes for the presenter; source and book interesting and appropriate guests while maintaining accurate records and contact lists.

Outcome 4:

This Outcome is designed to develop your abilities to present a magazine programme. It is all about being an effective presenter who can communicate effectively and credibly not only with an audience but guests.

You will be assessed on your contribution to the production process in the various roles detailed above, taking on each role in turn to contribute to the production of a series of radio magazine programmes.