



Higher National Unit specification

General information

Unit title: Production Skills: An Introduction

Unit code: H4A7 34

Superclass: KF

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Unit purpose

This Unit is designed to give learners an understanding of the organisational, logistical and legal tasks involved in the production of content for television or multiplatform use.

Outcomes

On successful completion of the Unit the learner will be able to:

- 1 Undertake pre-production tasks for a given project brief.
- 2 Undertake production tasks during production (shoot) phase.
- 3 Undertake post-production tasks for a given project brief.

Credit points and level

1 Higher National Unit credit at SCQF level 7: (8 SCQF credit points at SCQF level 7)

Recommended entry to the Unit

Access to this Unit is at the discretion of the centre. However it is recommended that learners should have good Communication, Numeracy and Interpersonal skills.

Higher National Unit specification: General information (cont)

Unit title: Production Skills: An Introduction

Core Skills

Opportunities to develop aspects of Core Skills are highlighted in the Support Notes for 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.

Equality and inclusion

This Unit specification has been designed to ensure that there are no unnecessary barriers to learning or assessment. The individual needs of learners should be taken into account when planning learning experiences, selecting assessment methods or considering alternative evidence.

Further advice can be found on our website www.sqa.org.uk/assessmentarrangements

Higher National Unit specification: Statement of standards

Unit title: Production Skills: An Introduction

Acceptable performance in this Unit will be the satisfactory achievement of the standards set out in this part of the Unit specification. All sections of the statement of standards are mandatory and cannot be altered without reference to SQA.

Outcome 1

Undertake pre-production tasks for a given project brief.

Knowledge and/or Skills

- ◆ Schedule personnel, facilities and resources to a given brief and budget
- ◆ Liaise effectively with members of the production team
- ◆ Secure appropriate clearance, copyright and permissions documents for the project
- ◆ Arrange transport for production team, crew and any other contributors
- ◆ Put together a budget for the project

Outcome 2

Undertake production tasks during production (shoot) phase.

Knowledge and/or Skills

- ◆ Update and amend pre-production documentation to reflect changes
- ◆ Work effectively as part of a team
- ◆ Update a production budget
- ◆ Health and safety issues

Outcome 3

Undertake post-production tasks for a given project brief.

Knowledge and/or Skills

- ◆ Ensure suitable logs of media are available prior to edit
- ◆ Finalise budget
- ◆ Complete copyright/legal documentation
- ◆ Production team de-brief

Higher National Unit specification: Statement of standards (cont)

Unit title: Production Skills: An Introduction

Evidence Requirements for this Unit

Learners will need to provide evidence to demonstrate their Knowledge and/or Skills across all Outcomes by showing that they can compile and maintain a production file for a project. After the project is completed the learner should submit the completed production file as evidence of her/his planning and organisation of the project.

This file should contain relevant documentation for the completed project. This will include:

- ◆ Production schedule.
- ◆ A final draft script for the project.
- ◆ A call sheet and shooting schedule for the project, including contact details and travel arrangements.
- ◆ A budget that reflects the production costs of the project.
- ◆ Evidence of communication with team members.
- ◆ Completed logs.

Evidence of consideration of legal/ethical issues including at least the following:

- ◆ Copyright agreements for any music, archive or other copyright material used on the project.
- ◆ Release forms for contributors/participants (where necessary).
- ◆ Location release forms.
- ◆ A completed risk assessment for the production (shoot) phase of the project.

The learner should provide oral or written evidence of conducting a production de-brief with her/his team.



Higher National Unit Support Notes

Unit title: Production Skills: An Introduction

Unit Support Notes are offered as guidance and 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 give learners an understanding of the organisational, logistical and legal tasks involved in the production of content for television or multiplatform use.

The Unit is primarily intended to prepare learners with the knowledge, understanding and skills essential to work within a production environment. It is unlikely but not impossible for this Unit to be delivered as free standing; it is most likely to be completed as part of a production. The Unit should introduce learners to the skills and knowledge that they would be likely to use in employment.

Outcome 1 deals with the logistical, organisational and legal tasks of the pre-production period, with particular focus on communication with production team and crew. It also brings into context the necessary contents of the production folder and the need for concise and accurate record keeping. The preparation of an initial budget should help learners plan a production appropriate to the brief. This Outcome also covers other production requirements including legal obligations, health and safety and law of copyright.

Outcome 2 sees the planning carried out in Outcome 1 put into practice, and the learner responding to the changes and challenges of the production phase, updating paperwork, securing and ensuring health and safety is fully addressed. Communication with production team and crew is key.

For **Outcome 3**, learners will assist in preparations for post-production, gathering logs of media captured in Outcome 2, as well as finalising budgetary and legal documentation and carry out a production team de-brief for the project.

Guidance on approaches to delivery of this Unit

Delivery of this Unit is most likely to accompany a production project; as a result, delivery is likely to centre around the planning and management of this project. Teaching on the components of the production folder could follow the phases of production, working from pre-production, through production to post-production processes. Examples of good practice will be helpful, but key is to help learners understand the 'job' of each piece of documentation; understanding that effective documentation is key to the smooth running of the production, rather than a purely paper exercise.

Higher National Unit: Support Notes (cont)

Unit title: Production Skills: An Introduction

Guidance on approaches to assessment of this Unit

Evidence can be generated using different types of instruments of assessment. The following are suggestions only. There may be other methods that would be more suitable to learners.

Centres are reminded that prior verification of centre devised assessments would help to ensure that the national standard is being met. Where learners experience a range of assessment methods, this helps them to develop different skills that should be transferable to work or further and higher education.

It is unlikely but not impossible for this Unit to be delivered as a free standing Unit. Assessment of Outcomes 1, 2 and 3 could be integrated with other Units being undertaken simultaneously by the learner (or free-standing) while the learner is working with other learners on a full production.

Learners need to provide production folders with clear and well-organised documentation supporting the planned production. It is important that documents submitted are clearly interrelated, ie that the shooting schedule will deliver all elements detailed in the draft script, that crew and other bookings are consistent with the budget, and so on; this consistency can be considered a sign of a well-planned and organised production.

Evidence can be submitted in any format relevant to the production, but given the need for distribution amongst crew and production team, much of the documentation will be generated and distributed electronically.

Opportunities for e-assessment

E-assessment may be appropriate for some assessments in this Unit. By e-assessment we mean assessment which is supported by Information and Communication Technology (ICT), such as e-testing or the use of e-portfolios or social software. Centres which wish to use e-assessment must ensure that the national standard is applied to all learner evidence and that conditions of assessment as specified in the Evidence Requirements are met, regardless of the mode of gathering evidence. The most up-to-date guidance on the use of e-assessment to support SQA's qualifications is available at www.sqa.org.uk/e-assessment

Opportunities for developing Core and other essential skills

Depending on the learning and teaching/assessment approaches adopted, all Outcomes of this Unit will provide opportunities for developing two components of the Core Skill of *Communication* at SCQF level 6; two components of *Problem Solving* at SCQF level 6, one component of *ICT* and one component of *Working with Others* at SCQF level 6.

Higher National Unit: Support Notes (cont)

Unit title: Production Skills: An Introduction

Communication: Oral Communication at SCQF level 6

Learners are likely to work as a member of a production team developing a broad range of skills while communicating with other members of the team. *Communication* with the production team and crew will be key throughout the production phase and when dealing with the logistical, organisational and legal tasks of the pre-production period. Learners will have to convey essential information. Learners may also contribute to classroom debates and discussions all of which will require them to use vocabulary, register and sentence structure appropriate to the audience involved.

Communication: Written Communication (Reading) at SCQF level 6

In order to complete the Unit, learners will have to interpret the given brief and plan the pre-production tasks accordingly. They will need to ensure their production complies with legal requirements by securing copyright and permissions documents for the project. This will require them to read written text much of which may involve technical and complex language.

Problem Solving: Critical Thinking at SCQF level 6

In order to complete the Unit, learners will have to interpret a given brief and complete tasks to effectively meet the brief. The Unit will provide many opportunities for learners to prove their *Problem Solving* skills and in particular, critical thinking as they, for example, put their plan into practice and respond to the changes and challenges of the production phase, updating paperwork, securing and ensuring Health and Safety is fully addressed, etc.

Problem Solving: Planning and Organising at SCQF level 6

In order to complete the Unit, learners will have to plan their activities. Before starting the task, learners will need to plan and undertake pre-production tasks for a given brief. This will involve a number of different aspects such as arranging transport, arranging and booking personnel, facilities and resources, etc. Learners will be required to create production folders with clear and well-organised documentation supporting the planned production. It is important that documents submitted are clearly interrelated; ie that the shooting schedule will deliver all elements detailed in the draft script, that crew and other bookings are consistent with the budget, and so on; this consistency can be considered a sign of a well-planned and organised production.

Information and Communication Technology (ICT): Providing/Creating Information at SCQF level 6

Given the need for distribution amongst crew and production team, much of the documentation generated by learners is likely to be produced and distributed electronically. This will involve learners in using a range of ICT equipment and observing security procedures.

Higher National Unit: Support Notes (cont)

Unit title: Production Skills: An Introduction

Working with Others: Working Co-operatively with Others at SCQF level 6

Throughout the development of the Unit, learners will be required to work co-operatively with others to ensure the successful completion of the production. During the Unit, learners will plan and organise a shoot, booking crew, kit and other resources. They will put together a production folder covering the pre-production, production, and post-production phases of the project. This will involve working co-operatively with the production team, crew and other contributors.

Other essential skills

If the evidence for this Unit is submitted as part of a wider project, the need to organise themselves and others in the production is likely to be an important aspect of the successful completion of the work. This is likely to involve negotiation with other learners providing services in, for example, camera, sound, and lighting.

Throughout the Unit learners will develop knowledge and skills which are specifically intended to enhance their employability in the Creative Industries sector. Because these and other soft skills such as punctuality, presentability and efficient time management are readily transferable, they could also be applied to many other media and areas of employment.

History of changes to Unit

Version	Description of change	Date

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General information for learners

Unit title: Production Skills: An Introduction

This section will help you decide whether this is the Unit for you by explaining what the Unit is about, what you should know or be able to do before you start, what you will need to do during the Unit and opportunities for further learning and employment.

This Unit is designed to give you an understanding of the organisational, logistical and legal tasks involved in the production of content for television or multi-platform use.

During the Unit, you will plan and organise a shoot, booking crew, kit and other resources. You will put together a production folder covering the pre-production, production, and post-production phases of your project. This folder will include script, call sheet, shooting schedule, budget, and a risk assessment. You will also ensure your production complies with legal requirements by securing copyright and permissions documents for the project. You'll gather logs and other information needed for the post-production phase. You will also maintain records of communications between production team, crew and other contributors.

This Unit will help you develop Core Skills in *Working With Others*, *Communication*, *ICT* and *Problem Solving*.