



Higher National Unit specification

General information

Unit title: Television Production Management: Non-Factual Programmes

Unit code: H4JC 35

Superclass: KF

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Unit purpose

The purpose of this Unit is to provide learners with the Knowledge and/or Skills necessary to undertake the role of a Production Manager in a non-factual television or video production and evaluate their performance in that role.

Outcomes

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

- 1 Carry out pre-production management tasks necessary to meet the requirements of a given non-factual brief.
- 2 Carry out production management tasks necessary to meet the requirements of a given production brief.
- 3 Evaluate own performance in the role of production manager for the production.

Credit points and level

2 Higher National Unit credits at SCQF level 8: (16 SCQF credit points at SCQF level 8)

Recommended entry to the Unit

Access to this Unit is at the discretion of the centre. However, it is recommended that learners should have some experience of the creative industries sector and some IT skills. This may be evidenced by possession of HN Unit *Creative Content Generation and Creative Industries: Television* Graded Unit 1.

Higher National Unit specification: General information (cont)

Unit title: Television Production Management: Non-Factual Programmes

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: Television Production Management: Non-Factual Programmes

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

Carry out pre-production management tasks necessary to meet the requirements of a given non-factual brief.

Knowledge and/or Skills

- ◆ Role of the Production Manager
- ◆ How to interpret a production brief
- ◆ How to prepare a budget
- ◆ Project scheduling and production of shooting schedules
- ◆ Copyright implications and legislation and how to work within these
- ◆ Understanding of Health and Safety requirements and how to work within these

Outcome 2

Carry out production management tasks necessary to meet the requirements of a given production brief.

Knowledge and/or Skills

- ◆ How to interpret a production brief
- ◆ How to carry out risk and hazard assessment
- ◆ Health and Safety requirements and how to work within these
- ◆ Budget management
- ◆ Managing a project schedule
- ◆ Managing a shooting schedule
- ◆ Copyright implications and related tasks

Higher National Unit Specification: Statement of standards (cont)

Unit title: Television Production Management: Non-Factual Programmes

Outcome 3

Evaluate own performance in the role of production manager for the production.

Knowledge and/or Skills

- ◆ The production manager's role and responsibilities
- ◆ The need to produce accurate and up-to-date paperwork to support the production
- ◆ Strengths and weaknesses
- ◆ Areas for improvement and future learning

Evidence Requirements for this Unit

Learners will be required to produce evidence of their skills and knowledge in managing the production of a non-factual programme. This will be in the form of:

Completed production paperwork, presented in a current professionally accepted format, demonstrating knowledge and skills in the role of production manager to acceptable standards. The Production paperwork will include the following:

- ◆ An initial budget.
- ◆ Human resource requirements outline (crew).
- ◆ Human resource requirements outline (cast).
- ◆ An overall production schedule in an appropriate format.
- ◆ A shooting schedule in an appropriate format.
- ◆ Production meeting agendas and minutes.
- ◆ Detailed records of meetings, outlining contributions, agreed action points and target delivery dates.
- ◆ Script breakdown and resources list.
- ◆ Completed kit booking documentation.
- ◆ Completed recce reports and risk assessments.
- ◆ Completed location agreements.
- ◆ Completed release paperwork/contracts for actors.
- ◆ Call sheet/s.
- ◆ Paperwork detailing travel arrangements/movement orders.
- ◆ A completed final budget.
- ◆ Necessary paperwork relating to copyright issues.
- ◆ Completed music reporting form(s).
- ◆ The completed production materials, eg amended production shooting script/shot log, directors notes, etc delivered with all acquired material in the agreed format for the project brief.

Where the real budget for the production is negligible, a simulated budget must be generated using current market rates for crew, equipment hire and other costs.

Higher National Unit Specification: Statement of standards (cont)

Unit title: Television Production Management: Non-Factual Programmes

Learners will also be required to analyse and evaluate own performance in the role of production manager. Areas to be covered include: organisation, communication, managing the schedule and budget as well as health and safety and copyright issues.

The evaluation will also assess the learner's strengths, areas for improvement and learning for the future.



Higher National Unit Support Notes

Unit title: Television Production Management: Non-Factual Programmes

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 80 hours.

Guidance on the content and context for this Unit

The Unit is designed to be delivered as part of an integrated teaching/learning programme and can be run in conjunction with other Units appropriate to a particular programme brief. The Unit requires that the learner act as Production Manager for a production that is directed and crewed by other learners and would manage the planning and logistical operations from pre-production through to the end of shooting.

It is recommended that learners participate in planning, construction of running orders, call sheets, shooting schedules, assessment of human and technical resources, organisation of travel and access to location sites and programme contributors.

The production script will normally be sourced from either a writer or director and converted into the shooting script/shot list by the production manager in conjunction with the director.

The lecturer/tutor may adopt the nominal role of executive producer or commissioning editor in regard to authorising the go-ahead of each production, agreeing rough and fine cuts and being ultimately responsible for the allocation of production equipment and editing resources.

It is suggested that learners should be able to:

- ◆ Select an appropriate crew and front of camera personnel.
- ◆ Negotiate an agreeable schedule for all concerned.
- ◆ Identify source and book technical resources.

Centres could consider that learners have the opportunity to use appropriate software to generate budgets for crew and equipment hire, using current market rates, and other costs including those for travel and subsistence.

It is recommended that risk and hazard assessment, copyright and release forms be encouraged as part of the learner's regular work patterns, with particular emphasis on legal and safety consequences of the lack of this documentation.

Higher National Unit Support Notes (cont)

Unit title: Television Production Management: Non-Factual Programmes

Guidance on approaches to delivery of this Unit

This Unit is likely to form part of a Group Award which is primarily designed to provide learners with technical and professional knowledge and skills related to an occupation in the television or video production industries. As such, the acquisition of the skills is likely to be enabled through integration with other Units and the use of formative group projects. The delivery of the knowledge for the Unit would likely consist of tutor exposition, examples of industry materials and practice, and group exercises.

It is recommended that learners be given adequate advance notice of projects to enable them to have enough time to think of ideas for production. Assessors need not be present for the actual shoot but they should ensure that there is sufficient evidence of the assessment requirements via alternate methods.

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 recommended that the assessment of this Unit is undertaken as a holistic assessment with the learner responsible for the production management of a complete programme. For the purposes of this Unit, the role of production manager will finish at the handover stage from production to post production.

Outcome 3

The completed evaluation should be approximately 750 words in length — alternatively, the evaluation may be delivered as an oral presentation to assessors and peers. It is recommended that such presentations be recorded and retained as evidence.

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.

Higher National Unit Support Notes (cont)

Unit title: Television Production Management: Non-Factual Programmes

Opportunities for developing Core and other essential skills

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

Communication: Oral Communication at SCQF level 6

Outcomes 1 and 2 of this Unit focus on the learner's practical skills in managing the production of a non-factual programme. Learners will be required to select an appropriate crew and front of camera personnel; negotiate an agreeable schedule for all concerned and identify source and book technical resources. In order to achieve this, learners will be required to convey information, ideas and opinions accurately, coherently and succinctly using vocabulary and language structures appropriate to the audience. For Outcome 3, learners are required to evaluate their performance in the role of production manager. This could take the form of a recorded oral presentation.

Communication: Written Communication (Reading) at SCQF level 6

In order to complete the Unit, learners will have to interpret a given brief and become familiar with scripts, script formats and storyboards understanding how to analyse them in terms of production requirements. They will be required to convert the script into a shooting script/shot list and production schedule. This will require them to read written text and summarise and justify choices and decisions throughout the production.

Communication: Written Communication (Writing) at SCQF level 6

In order to complete the Unit, learners will have to generate evidence to demonstrate that they have achieved all three Outcomes. They will be required to produce documentation relevant to the role of production manager in producing a non-factual programme. This is likely to include: detailed records of meetings, agendas, completed location agreements, completed release paperwork/contracts for actors, paperwork relating to copyright issues, amended production shooting script etc. This is likely to take the form of written communication. In this, they will be expected to present their work in a professionally accepted format.

Problem Solving: Critical Thinking at SCQF level 6

In order to complete the Unit, learners will have to interpret/analysis the production brief and prepare a budget, project schedule and shooting schedule, working within the constraints of the given brief. They will be required to demonstrate they are aware of and can work within health and safety requirements and address any copyright implications. The regulations, standards and process required within the broadcasting sector could provide challenges for learners to solve in terms of the management of their programme.

Higher National Unit Support Notes (cont)

Unit title: Television Production Management: Non-Factual Programmes

Problem Solving: Planning and Organising at SCQF level 6

In order to complete the Unit, learners will have to interpret the production brief and plan the project scheduling and production of shooting schedules. This will involve a number of different strands such as managing the project schedule and shooting schedule; outlining the resources requirements in terms of cast and crew. Planning and organising will be an important aspect of these activities.

Problem Solving: Reviewing and Evaluating at SCQF level 6

For Outcome 3, the learner is required to evaluate the process of the undertaken production process and evaluate their own performance within that process.

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

Throughout the Unit, learners will be required to work co-operatively with others to ensure the successful completion of the non-factual programme. Learners will be involved in analysing their own role as production manager, and also the other roles that are required for successful completion of the programme. The need to organise themselves and others in the production of their non-factual programme will be an important aspect of the successful completion of the programme. This is likely to involve negotiation with other learners providing services in, for example, camera, sound, and lighting.

History of changes to Unit

Version	Description of change	Date

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General information for learners

Unit title: Television Production Management: Non-Factual Programmes

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 provide you with the Knowledge and/or Skills necessary to work as a production manager in the production of a non-factual television programme. It is primarily intended for learners who intend to make their career in production management but it can also assist you if you already hold such a position. If you do have experience of television or video production you should be able to make use of it during your study of this Unit.

The Unit is about the work of a production manager but it also incorporates many skills and areas of knowledge which in larger organisations are usually devolved to distinct job roles, for example, location manager, production assistant, researcher, production co-ordinator and even producer. An understanding of these roles as well as how a production manager interacts with these and other personnel will not only enable you to pass this Unit but it will prepare you for work in a variety of jobs in production.

You will be required to contribute to a group production in association with other learners who will adopt other production roles. Towards the end of the Unit you will have to manage the production of a shoot and achieve a satisfactory level of performance on one piece of assessed work and a submitted portfolio of production paperwork.

The Unit has three main areas, each of which is the subject of a separate Outcome. Outcome 1 looks at the skills and knowledge required during pre-production and Outcome 2 deals with the production manager's role during an actual production. The third Outcome requires you to evaluate the process of the undertaken production process and evaluate your own performance within that process.