



## Higher National Unit specification

### General information

**Unit title:** Radio: Complex Technical Operations: Studio  
(SCQF level 8)

**Unit code:** H9DP 35

**Superclass:** KA

**Publication date:** June 2015

**Source:** Scottish Qualifications Authority

**Version:** 01

### Unit purpose

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

### Outcomes

On successful completion of the Unit the learner 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.

### Credit points and level

1 Higher National Unit credit at SCQF level 8: (8 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 would be beneficial if the learner had some basic knowledge and experience of radio broadcast studio technical operations. This could be demonstrated by achievement of *Radio: Technical Operations, Recording and Editing* or relevant work experience.

## **Higher National Unit specification: General information (cont)**

**Unit title:** Radio: Complex Technical Operations: Studio  
(SCQF level 8)

### **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](http://www.sqa.org.uk/assessmentarrangements).

## Higher National Unit specification: Statement of standards

**Unit title:** Radio: Complex Technical Operations: Studio  
(SCQF level 8)

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

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

### 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 organised 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
- ◆ Timings

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

**Unit title:** Radio: Complex Technical Operations: Studio  
(SCQF level 8)

### 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

### 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
- ◆ Timings

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

**Unit title:** Radio: Complex Technical Operations: Studio  
(SCQF level 8)

### 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:

#### Outcome 1

- ◆ 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.

#### Outcome 2

- ◆ carry out all activities in the production phase of a complex live radio programme.
- ◆ produce to required timescales.

#### Outcome 3

- ◆ in the pre-production phase of a complex pre-recorded 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 current Health and Safety rules/law/arrangements
  - liaise effectively with all members of production team.

#### Outcome 4

- ◆ carry out all activities in the production phase of a complex pre-recorded studio based radio programme.
- ◆ produce to required timescales.



## Higher National Unit Support Notes

**Unit title:** Radio: Complex Technical Operations: Studio  
(SCQF level 8)

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 develop knowledge and skills in studio technical operations. The Unit will enable the learner 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 learner 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 learner will also be taught how to set up, test and check equipment and remedy any faults identified. The learner will be taught how to carry out the role of a technical operator on both live and pre-recorded shows.

### Guidance on approaches to delivery of this Unit

It is essential for the successful delivery and achievement of this Unit that the tutor stresses throughout that all materials must be produced in accordance with the timescales required.

This Unit is designed to provide the learner 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 a free-standing Unit. 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.

### Guidance on approaches to assessment of this Unit

Evidence can be generated using different types 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.

## Higher National Unit Support Notes (cont)

**Unit title:** Radio: Complex Technical Operations: Studio  
(SCQF level 8)

### Definition of 'live'/'as live'

'**Live**', as the word implies, goes straight to air in real time and should comply with both technical standards and regulatory standards (eg those set by OFCOM).

'**As live**' is unedited material that is **not broadcast in real time**; it is pre-recorded for future transmission without editing. Similar to the definition for 'live', ie starts and ends at a set time; no pauses; recording takes place in real time and there is no editing; everything that occurs must be dealt with as it happens (OFCOM); it can have pre-recorded elements within it.

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.

### Outcome 1

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 learner should 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.

### Outcome 2

This Outcome should be assessed by the completion of an 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.

### Outcome 3

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 learner should 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 Support Notes (cont)

**Unit title:** Radio: Complex Technical Operations: Studio  
(SCQF level 8)

### Outcome 4

This Outcome could be assessed by using an 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.

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

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

### 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](http://www.sqa.org.uk/e-assessment).

### Opportunities for developing Core and other essential skills

Throughout the Unit there are opportunities for learners to develop the Core Skills of *Communication, Problem Solving, ICT* and *Working with Others*.



## History of changes to Unit

Version	Description of change	Date

© Scottish Qualifications Authority [year]

This publication may be reproduced in whole or in part for educational purposes provided that no profit is derived from reproduction and that, if reproduced in part, the source is acknowledged.

Additional copies of this Unit specification can be purchased from the Scottish Qualifications Authority. Please contact the Business Development and Customer Support team, telephone 0303 333 0330.

## General information for learners

**Unit title:** Radio: Complex Technical Operations: Studio  
(SCQF level 8)

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 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 and Production Team during pre-production and production stages
- ◆ 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:

- ◆ prepare for and carry out technical operations on a complex live studio based radio production.
- ◆ prepare for and 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.