



## Higher National Unit specification

### General information

**Unit title:** Radio: Advanced Editing: Features and News  
(SCQF level 8)

**Unit code:** H9DR 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 edit audio for complex multi track radio productions. This includes a montage sequence and series of news items.

### Outcomes

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

- 1 Prepare audio material for editing.
- 2 Edit audio material.

### 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 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)**

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### **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

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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 audio material for editing.

#### Knowledge and/or Skills

- ◆ Technical principles required to manage audio material
- ◆ File formats
- ◆ Transfer methods, compression and conversion solutions
- ◆ File naming and storage
- ◆ Saving audio files in a format appropriate to the situation, and in secure locations, following best practice

### Outcome 2

Edit audio material.

#### Knowledge and/or Skills

- ◆ Interpreting and meeting requirements of a brief
- ◆ Clip selection and storytelling techniques which preserve original meaning and integrity
- ◆ Audio editing techniques
- ◆ Audio mixing techniques
- ◆ Problem solving
- ◆ Project planning
- ◆ Editing a complex multi-track production; a montage sequence and a series of news items
- ◆ Evaluating own work

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

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### Evidence Requirements for this Unit

#### Outcome 1

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

- ◆ demonstrate fundamental technical principles in order to manage audio material.
- ◆ use appropriate file formats for specific situations.
- ◆ make appropriate choices regarding transfer methods, compression, file naming and storage.
- ◆ demonstrate how digital audio files are handled and displayed by workstations, and the implications in terms of audio integrity of carrying out specific functions.
- ◆ implement alternative file transfer and conversion solutions in the event of technical problems occurring, or specifications changing.

#### Outcome 2

Learners must provide evidence to demonstrate their Knowledge and/or Skills by showing that they can, interpret, plan and carry out given briefs. The briefs will cover the editing of a **complex multi-track production**, a **montage sequence** and a **series of news items**.

This will involve:

- ◆ carrying out all activities in the edits.
- ◆ selecting clips and structuring audio to meet requirements of briefs which tells a story clearly, accurately and fairly; which reflects the key content without altering its meaning and which preserves its integrity.
- ◆ carrying out digital audio editing to meet requirements of the briefs and achieving edits which are technically, editorially and artistically satisfactory.
- ◆ selecting appropriate edit points.
- ◆ mixing audio to meet requirements of briefs, ensuring that sound sources have the required quality, perspective and dynamic, and that transitions are technically accurate.

The edited version of the montage sequence must demonstrate a high standard of editing skills and must include a range of audio for different formats/styles.

For the edit of the series of news items, learners must also:

- ◆ prepare the initial edit of a 60 second news story.
- ◆ prepare re-edits of approximately 40; 30; 20 and 10 seconds in length.
- ◆ reflect the key content of the news item without altering its meaning.
- ◆ re-edit local news stories into a networked show containing national and international stories. The stories must all be the same length and fit seamlessly into the broadcast.

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

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Finally, learners must conduct an evaluation of their finished edits based on content and technical realisation. They must also reflect on the editing process and identify areas for future development.

The assessments will be carried out under open-book conditions and appropriate industry standard time limits should be allocated for the assessment activities.

All activities will be assessed in an integrated fashion and will be evidenced by observation checklist and the final edited pieces.

Learners will be required to keep notes of all meetings with the Producer and provide a brief evaluation of the process and the success of the final products.



## Higher National Unit Support Notes

**Unit title:** Radio: Advanced Editing: Features and News  
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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

This Unit is designed to develop knowledge and skills in editing for radio. The Unit will enable the learner who has already achieved some skills in editing techniques to expand not only into the area of working with a producer on more complex productions but also in working to industry standard time scales. The learner will be introduced to technical principles in order to manage audio material efficiently when recording digital audio files and formats across a range of different computer applications, platforms and media. They will also learn how to structure the end product, selecting the appropriate edit points, and achieve edits which are technically, ethically and artistically satisfactory.

### Guidance on approaches to delivery of this Unit

This Unit is designed to provide the learner with technical and professional knowledge and skills relating to the role of an audio editor 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.

Outcome 1 is primarily concerned with the knowledge that will underpin the learner's ability to undertake the practical and editorial considerations examined in Outcome 2.

A single exercise/brief that covers Evidence Requirements of both Outcomes may be considered.

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

In order that the industry conditions be simulated as closely as possible the shows on which the learner is assessed in Outcome 2 should be of sufficient complexity to assess the higher level editing skills demanded within this Unit.

## Higher National Unit Support Notes (cont)

**Unit title:** Radio: Advanced Editing: Features and News  
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Centres should produce a suitable checklist enabling learners to be assessed by observation. Learners will need to provide evidence to demonstrate their Knowledge and/or Skills by showing that they can carry out all activities detailed across both Outcomes. All activities could be assessed in an integrated fashion and could be evidenced by an observation checklist and the final edited programme. The assessment of the Outcomes will be carried out under open-book conditions to a deadline set by the tutor. Learners will be required to keep notes of all meetings with the Producer. The evaluation should be carried out under open-book conditions to a deadline set by the tutor.

### 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.

Assessment for this Unit should be carried out under open-book conditions and an appropriate industry standard time limit should be allocated for the duration of the assessment activities.

For **Outcome 1**, the learner could be given a suitable brief, by the Producer, enabling him/her to carry out all activities and providing the necessary evidence to satisfy this Outcome.

**Outcome 2** could be assessed through practical projects. Learners could be given suitable briefs by the Producer, enabling him/her to carry out all the activities relating to the edit of:

- ◆ a complex multi-track production.
- ◆ a montage sequence.
- ◆ a series of news items.

Activities should be assessed in an integrative fashion and centres should produce suitable checklists enabling learners to be assessed by observation.

The montage should demonstrate a high standard of editing skills.

Learners may use audio from this Unit for this assessment or select a range of their previously generated content. The audio montage of their work could be used to showcase their range of skills to future employers.

The montage must be edited to broadcast standard and include a varied range of content.

Learners should be encouraged to be imaginative in the production of this montage and creative use of sfx should be commended.

## Higher National Unit Support Notes (cont)

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Learners should conduct an evaluation of their finished edits based on content and technical realisation. They should reflect on the strengths and weaknesses of the editing process and identify areas for future development.

### 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

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

The opportunities to develop the Core Skill of *ICT* is present throughout the Unit due to the practical *ICT* based nature of the Unit and there will also be opportunities to develop *Problem Solving* skills though responding to a brief and adapting work to meet that brief.



## History of changes to Unit

Version	Description of change	Date

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## General information for learners

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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 an audio editor on a variety of projects. These projects highlighted below will give you the opportunity to display editing skills in a variety of industry contexts to industry deadlines. You will structure the end product, select the appropriate edit points, and achieve edits which are technically, ethically and artistically appropriate.

**Outcome 1** focuses on developing your knowledge and skills in the technical principles necessary in order to manage audio material efficiently when recording digital audio files and formats across a range of different computer applications, platforms and media. You are likely to be assessed in this set of skills and knowledge on an on-going basis throughout the Unit.

**Outcome 2** is designed to allow you to develop the skills and knowledge to edit different types of radio pieces with an understanding of editorial and artistic contexts and technical considerations.

You will be required to demonstrate a high standard of editing skills by:

- ◆ editing a complex, multi-track feature length piece.
- ◆ creating a montage that includes a varied range of content.
- ◆ creating a series of news items of different length edits from existing audio material.

The pieces must be edited within an industry standard set of timescales.