



Higher National Project-based Graded Unit Specification

General Information

This Graded Unit has been validated as part of the HND Costume for Stage and Screen. Centres are required to develop a project-based assessment in accordance with this validated specification.

Graded Unit title: Costume for Stage and Screen: Graded Unit 2 (SCQF level 8)

Graded Unit code: HD7L 35

Type of Project: Practical Assignment

Publication date: July 2018

Source: Scottish Qualifications Authority

Version: 03

Graded Unit purpose

This Graded Unit is designed to provide evidence that the learner has achieved the following principal aims of the HND Costume for Stage and Screen:

- ◆ To be able to identify and solve problems using appropriate written, visual and oral methods of communication.
- ◆ To understand professional responsibilities.
- ◆ To use appropriate business and management skills and techniques.
- ◆ To develop research and analytical skills for the investigation of social, political, and cultural history which impact on changing fashion in costumes.
- ◆ To use research to produce complex costumes for stage and screen.
- ◆ To integrate knowledge, design and practical skills to interpret and produce costumes for stage and screen
- ◆ To prepare learners for employment and/or higher education in costume design and production at an appropriate level

Credit points and level

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

Higher National Project-based Graded Unit Specification: General Information (cont)

Recommended entry to the Graded Unit

It is recommended that the learner should have completed or be in the process of completing the following Units relating to the above principal aims prior to undertaking this Graded Unit:

History of Costume: 1800–1950

Creating Ladies' Period Costume

Theatrical Tailoring

Costume Fitting Skills: Advanced

Designing and Creating Sculptural Elements for Costume

Creating Costume Design from Text

Theatrical Professional Practice

Core Skills

Achievement of this Unit gives automatic certification of the following:

Complete Core Skill	Problem Solving at SCQF level 6
---------------------	---------------------------------

Core Skill component	None
----------------------	------

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

Equality and inclusion

This Graded Unit 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 Project-based Graded Unit Specification: Designing the project and assessing learners

Graded Unit title: Costume for Stage and Screen: Graded Unit 2 (SCQF level 8)

Assessment

This Graded Unit will be assessed by the use of a project-based *practical assignment* developed by centres. The project should provide the learner with the opportunity to produce evidence that demonstrates she/he has met the aims of this Graded Unit.

The project undertaken by the learner must be a complex task which involves:

- ◆ variables which are complex or unfamiliar
- ◆ relationships which need to be clarified
- ◆ a context which may be unfamiliar to the learner

The project must require the learner to:

- ◆ analyse the task and decide on a course of action for undertaking the project
- ◆ plan and organise work and carry it through to completion
- ◆ reflect on what has been done and draw conclusions for the future
- ◆ produce evidence of meeting the aims which this Graded Unit has been designed to cover
- ◆ develop and design a self-marketing tool

Conditions of assessment

The learner should be given a date for completion of the project. However, the instructions for the project should be distributed to allow the learner sufficient time to assimilate the details and carry out the project. During the time between the distribution of the project instructions and the completion date, assessors may answer questions, provide clarification, guidance and reasonable assistance.

Reasonable assistance is the term used by SQA to describe the difference between providing learners with some direction to generate the required evidence for assessment and providing too much support which would compromise the integrity of the assessment. Reasonable assistance is part of all learning and teaching processes. In relation to the assessment of Higher National Project-based Graded Units, assessors may provide advice, clarification, and guidance during the time between the distribution of the project instructions and the completion date, ie at each stage of the project.

Remediation allows an assessor to clarify learner responses, either by requiring a written amendment or by oral questioning, where there is a minor shortfall or omission in evidence requirements. In either case, such instances must be formally noted by the assessor, either in writing or recording, and be made available to the internal and external verifier. In relation to Higher National Project-based Graded Units, learners must be given the opportunity for remediation at each stage of the project.

The evidence for a Higher National Project-based Graded Unit is generated over time and involves three distinct stages, each of which has to be achieved before the next is

Higher National Project-based Graded Unit Specification: Designing the project and assessing learners (cont)

Graded Unit title: Costume for Stage and Screen: Graded Unit 2 (SCQF level 8)

undertaken. This means that any re-assessment of stages must be undertaken before proceeding to the next stage. The overall grade is derived from the total number of marks across *all* sections, and should reflect the ability of the learner to work autonomously and the amount of support required. In relation to Higher National Project-based Graded Units, learners who have failed any stage of the project and have been unable to provide the necessary evidence through remediation must be given the opportunity for re-assessment of that stage.

Evidence Requirements for this Graded Unit

The project undertaken by learners will consist of three stages: planning; developing; and evaluating. The following table specifies the minimum evidence required to pass each stage.

Project stage	Minimum Evidence Requirements	% Mark Allocation
Stage 1 — Planning	Learners must produce an action plan for the mounting of a costume exhibition which includes: <ul style="list-style-type: none">◆ A recce of the venue detailing the ground plan, including light, electricity sources, entrances, exits, security◆ Arrangements for access to wardrobe space, fabric and property stores◆ Details of transportation◆ A time plan for set up and run of exhibition and dismantle◆ Details of a team rota for attending meetings and manning exhibitions◆ Compilation of list of invites for private view◆ Interpretation of the brief including personal choices about costume and design work to be selected for public exhibition and self-promotion. Interpretation of brief with regards to the theme and visual impact suggested◆ Sources of properties and effects to enhance the display of the costumes and designs Learners must also ensure Public Liability insurance is provided.	40%
	<i>The learner must achieve all of the minimum evidence specified above in order to pass the Planning stage.</i>	

Higher National Project-based Graded Unit Specification: Designing the project and assessing learners (cont)

Graded Unit title: Costume for Stage and Screen: Graded Unit 2 (SCQF level 8)

Project stage	Minimum Evidence Requirements	% Mark Allocation
Stage 2 — Developing	<p>Learners must:</p> <ul style="list-style-type: none"> ◆ Prepare costume for exhibition by enhancing and/or repairing to ensure the garments are exhibited to a professional standard ◆ Prepare information for the public explaining the concept behind the costume for exhibition ◆ Display personal work in a scenario which presents skills and abilities to prospective employers and other interested parties ◆ Provide a photographic record of stages leading to final presentation, with changes and alterations evaluated ◆ Devise a method of recording public comment, eg comment book or vocal recording at 'private view' ◆ Devise a promotional device, eg postcard displaying personal exhibit and contact details as a self-marketing tool 	40%
	<i>The learner must achieve all of the minimum evidence specified above in order to pass the Developing stage.</i>	
Stage 3 — Evaluating	<p>Learners must briefly outline the assignment and reflect on the event and public response to exhibited work.</p> <p>Learners must:</p> <ul style="list-style-type: none"> ◆ Summarise any unexpected events and how they were handled, eg demands of the venue, health and safety, response to questions asked by the visiting public, etc ◆ Evaluate the success or otherwise of the event and any aspects connected with it, eg marketing, weather, etc ◆ Evaluate personal strengths and weaknesses highlighting areas for improvement ◆ Evaluate the rate of pick-up and feedback of self-promotion materials 	20%
	<i>The learner must achieve all of the minimum evidence specified above in order to pass the Evaluating stage.</i>	

Higher National Project-based Graded Unit Specification: Designing the project and assessing learners (cont)

Graded Unit title: Costume for Stage and Screen: Graded Unit 2 (SCQF level 8)

Assessing and grading learners

The overall project will be marked out of **100**. Only whole marks should be used.

The percentage of marks allocated to each stage of the project is outlined in the **Evidence Requirements**.

It is a requirement that learners must meet the minimum *Evidence Requirements* for the *Planning* stage before progressing to the *Developing* stage before progressing to the *Evaluating* stage. Learners may produce evidence over and above that specified in the minimum *Evidence Requirements* and deserve more than half the available marks for that stage. Assessors should use the Grade Related Criteria outlined below to judge learner performance.

Learners are required to work independently to meet the *Evidence Requirements* of the Graded Unit. At the same time, learners need appropriate support. SQA uses the term reasonable assistance to describe the balance between supporting learners in their project and not providing too much assistance.

At the end of *each* stage there should be opportunities for remediation and of learners for that particular stage. This includes the final *Evaluation* stage. Any reassessment should be carried out in line with the centre's own assessment policy.

Grade Related Criteria	
Grade A	Grade C
<p>Is a seamless, coherent piece of work which:</p> <ul style="list-style-type: none">♦ has sufficient planning, development and evaluative evidence for the three essential phases of the project, which is produced to a high standard, and is quite clearly inter-related♦ demonstrates an accurate and insightful interpretation of the project brief which will ensure a smooth planning operation and a successful exhibition♦ is highly focused and displays the exhibited work to its best advantage♦ demonstrates awareness of the importance of time management and correct sequence of planning	<p>Is a co-ordinated piece of work which:</p> <ul style="list-style-type: none">♦ has sufficient planning, development and evaluative evidence of the three essential phases of the project, which is produced to an adequate standard♦ demonstrates an acceptable interpretation of the project brief♦ is focused and displays the exhibited work well♦ demonstrates awareness of the importance of time management

Higher National Project-based Graded Unit Specification: Designing the project and assessing learners (cont)

Graded Unit title: Costume for Stage and Screen: Graded Unit 2 (SCQF level 8)

Grade Related Criteria (cont)	
Grade A	Grade C
<ul style="list-style-type: none">◆ produces clear and well-structured planning throughout using language of a high standard in terms of level, accuracy and technical content◆ effectively consolidates and integrates required knowledge and skills to show costume, designs and integrated properties effectively◆ demonstrates ability to work autonomously to create an effective tableau which allows for maximum visibility	<ul style="list-style-type: none">◆ planning is satisfactorily structured and language used is adequate in terms of level, accuracy and technical content◆ consolidates and integrates knowledge and skills when preparing and displaying exhibits but this may lack some continuity and consistency◆ demonstrates independent learning with minimum support while mounting work for exhibition

The marks allocated to each stage will then be aggregated to arrive at an overall mark for the project. Assessors will then assign an overall grade to the learner for this Graded Unit based on the following grade boundaries.

A = 70%–100%
B = 60%–69%
C = 50%–59%

These grade boundaries are fixed and should **not** be amended.

Any learner who has failed their graded unit or wishes to upgrade their award must be given a re-assessment opportunity, or in exceptional circumstances, two re-assessment opportunities. In the case of project-based graded units, this must be done using a substantially different project.

The final grading given must reflect the quality of the learner's evidence at the time of the completion of the graded unit. Learners must be awarded the highest grade achieved — whether through first submission or through any re-assessment, remediation, and/or reasonable assistance provided.

Higher National Project-based Graded Unit Support Notes

Graded Unit title: Costume for Stage and Screen: Graded Unit 2
(SCQF level 8)

Guidance on approaches to delivery and assessment of this Graded Unit

Learners will work from a brief, which could be themed and work as part of a team of exhibitors. The work necessary to undertake this assignment will synthesise knowledge and skills acquired throughout the HND Costume for Stage and Screen award. Learners will choose best examples of costume and design work for exhibition in a specified venue at an advertised event. This will utilise skills developed through a combination of some of the mandatory Units from this Group Award.

This Graded Unit will be assessed by the use of a practical assignment. The brief pertinent to the exhibition should provide the learner with the opportunity to produce evidence that demonstrates they have met the aims of the Graded Unit.

The learner will:

- ◆ exhibit personally produced examples of costume and design work created throughout their HND Costume for Stage and Screen
- ◆ from a brief (outlining the venue, theme, purpose and budget), prepare a list of practical requirements eg lighting, sound, properties, accessories, signage and security
- ◆ formulate a schedule to discuss updates, ideas, and developments
- ◆ source and prepare dress stands and head blocks to accommodate the individual dimensions of the created costume
- ◆ prepare and mount designs for wall boards
- ◆ compile a list of stakeholders and guests for private view
- ◆ liaise with marketing team about publicity

In addition, learners will be required to produce a self-promotion tool such as flyer or postcard which displays information about the exhibits and personal contact details.

It is envisaged that this Graded Unit would be started approximately 60% through the learner's studies with an increasing amount of time being spent on it towards the end of the Group Award. It should not be seen as a repeat of previous Unit assessments.

It is not intended that any new knowledge or skills are taught during delivery of the Graded Unit, instead the lecturer's time will be spent discussing individual learner work.

Higher National Project-based Graded Unit Support Notes (cont)

Graded Unit title: Costume for Stage and Screen: Graded Unit 2 (SCQF level 8)

Time management is an important aspect of planning, developing and evaluating a practical activity and in order to help learners manage their time effectively, lecturers should consider setting up individual progress reviews with learners at the start of the Unit delivery time. Lecturers may consider developing a centre pro forma to record their discussions with learners. These discussions or mentoring activities are an essential part of the Graded Unit and should help ensure that learners keep to timelines.

The grade finally achieved by the learner depends on the work submitted. It is therefore very important that lecturers do not give undue assistance to learners. The level of assistance should be fully discussed at Course Team level and any assistance given should be logged in the learner's mentoring records.

Opportunities for developing Core and other essential skills

Learners will have the opportunity to develop the following Core Skills throughout this Unit:

- ◆ *Communications* — liaising with the exhibiting team with regard to planning, organisational duties and responsibilities, venue staff, (emails letters and telephone calls) and providing information for the visiting public.
- ◆ *Numeracy* — working with allocated space/dimensions of wall boards/walking space for public, etc will allow the learner to develop skills in numeracy.
- ◆ *Problem Solving* — learners will be able to develop the Core Skill of *Problem Solving* throughout this Unit by skills in delegation of duties, prioritising choices, skills of diplomacy.
- ◆ *Working with Others* — learners will be required to work as part of a team to achieve the Graded Unit and this will provide opportunities to develop the Core Skill of *Working with Others*.

This Unit has the Core Skill of Problem Solving embedded in it, so when learners achieve this Unit their Core Skills profile will be updated to show that they have achieved Problem Solving at SCQF level 6.

History of changes to Graded Unit

Version	Description of change	Date
02	Core Skill Problem Solving at SCQF level 6 embedded.	19/08/16
03	Update to Conditions of Assessment.	24/07/18

© Scottish Qualifications Authority 2016, 2018

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.

SQA acknowledges the valuable contribution that Scotland's colleges have made to the development of SQA Advanced Qualifications.

FURTHER INFORMATION: Call SQA's Customer Contact Centre on 0345 279 1000.

General information for learners

Graded Unit title: Costume for Stage and Screen: Graded Unit 2 (SCQF level 8)

Graded Unit 2 is designed to integrate the knowledge and skills you have learned in your HND so far and use these skills to mount an exhibition of your work. You will develop an understanding of the work involved in mounting an exhibition of work for the visiting public. Your tutor will give you a brief which will outline options for the venue, timescale, focus and theme.

In the first part of the Unit you will look at the resources required to plan and stage a successful exhibition and have an opportunity to investigate good practice and successful methods of exhibiting costumes, designs and costume accessories by looking at some of the best international displays online, and also by visiting some local collections.

At this planning stage you will also devise and schedule, both individually and as part of the larger exhibiting team, all of the required paperwork and arrangements documents which will ensure health and safety requirements are met for production staff and the visiting public.

Further to this, you will choose costume for exhibition and using skills and knowledge acquired over the duration of this course, ensure that the costume will be displayed at its best, using properties such as furniture, mirrors and accessories to augment and enhance your work.

A self-promotional flyer, calling card, or postcard should be designed and produced as a marketing tool.

You will become familiar with the importance of transportation logistics, access, preparation space, assembling and dismantling an exhibition.

In the second part of the Unit, the developmental stage, you will mount and act as curators for the exhibition and the visiting public, recording the process with sequential notes and photographs. At this stage you might interview a visitor for commentary of their experience or supply a comments book to record critiques.

In the third part of the Unit you will apply the knowledge and skills required to evaluate the organisation of the exhibition. This will be drawn from your own experience of the planning and development of the project.

Your project will be marked out of 100 and you must gain **at least half** the available marks to pass each stage before moving onto the next stage. Each stage has the following marks:

- ◆ Planning — 40 marks
- ◆ Developing — 40 marks
- ◆ Evaluating — 20 marks

You will be assigned an overall grade which will be based on the following boundaries:

- ◆ Grade A = 70%–100%
- ◆ Grade B = 60%–69%
- ◆ Grade C = 50%–59%

General information for learners (cont)

Graded Unit title: Costume for Stage and Screen: Graded Unit 2
(SCQF level 8)

The Unit will be assessed by a suitable exhibition project pertinent to the three stages. To complete this Unit you have to achieve a satisfactory level of performance for each stage.

Throughout this Graded Unit you will be given a schedule of tutor interviews which will assist you in the meeting of criteria required for successful completion of each stage.

This Unit has the Core Skill of Problem Solving embedded in it, so when you achieve this Unit your Core Skills profile will be updated to show that you have achieved Problem Solving at SCQF level 6.