



## Higher National Unit specification

### General information

**Unit title:** Professional and Legal Issues for Web and Digital Content Developers (SCQF level 8)

**Unit code:** HF54 35

**Superclass:** EC

**Publication date:** July 2016

**Source:** Scottish Qualifications Authority

**Version:** 01

### Unit purpose

The purpose of this Unit is to provide learners with an understanding of the key legislation and standards related to Web and digital media design and development. The learner will also develop an understanding of professional responsibility when employed, or self-employed, in the fields of Web and digital media design and development and be able to identify sources of advice in relation to self-employment and continuous professional development opportunities.

This Unit is primarily intended to provide learners with the knowledge they will require in order to function effectively in professional web development and digital design and creation.

The Unit includes a broad knowledge of the legal and regulatory aspects, standards and guidelines of working in professional development environments. On completion of this Unit the learner will acquire an extensive understanding of professional responsibilities.

### Outcomes

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

- 1 Explain the legal regulations (including intellectual property) that apply to web development and digital content creation.
- 2 Describe current and evolving professional practice in relation to web development and digital content creation.
- 3 Produce a resource pack for professional practice.

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

**Unit title:** Professional and Legal Issues for Web and Digital Content Developers (SCQF level 8)

### **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**

While access to this Unit will be at the discretion of the Centre, learners would benefit from previous experience of studying at Higher National level and possess the knowledge and fundamental skills of web and digital media design and development.

### **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.

Where evidence for Outcomes is assessed on a sample basis, the whole of the content listed in the Knowledge and/or Skills section must be taught and available for assessment. Learners should not know in advance the items on which they will be assessed and different items should be sampled on each assessment occasion.

### Outcome 1

Explain the legal regulations (including intellectual property) that apply to web development and digital content creation.

#### Knowledge and/or Skills

- ◆ Data protection
- ◆ Computer misuse
- ◆ Consumer Protection
- ◆ Health and safety at work
- ◆ E-commerce
- ◆ Equalities
- ◆ Intellectual property

### Outcome 2

Describe current and evolving professional practice in relation to web development and digital content creation.

#### Knowledge and/or Skills

- ◆ Effective project management
- ◆ Contractual obligations and agreements
- ◆ Continuous Professional Development
- ◆ Contemporary issues in web development and digital content creation

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

**Unit title:** Professional and Legal Issues for Web and Digital Content Developers (SCQF level 8)

### Outcome 3

Produce a resource pack for professional practice.

#### Knowledge and/or Skills

- ◆ Research skills
- ◆ Planning skills
- ◆ Role of a professional web developer and/or digital content creator in providing advice to clients/colleagues
- ◆ Application of relevant legislation
- ◆ Effective communication of ideas and opinions

#### Evidence Requirements for this Unit

Candidates will need to provide evidence to demonstrate their Knowledge and/or Skills across all Outcomes.

The evidence for this Unit may be written or oral or a combination of these. Evidence may be captured, stored and presented in a range of media (including audio and video) and formats (analogue and digital). Particular consideration should be given to digital formats and the use of multimedia.

For Outcome 1 candidates will be required to demonstrate that they will be able to explain current legislation affecting web development and digital content creation comprising:

- ◆ An accurate summary of at least three pieces of legislation that apply to web development and digital designs and content creation from the following areas:
  - data protection
  - computer misuse
  - consumer protection
  - health and safety at work
  - E-commerce
  - equalities
- ◆ A brief explanation of the concept of intellectual property
- ◆ A description of two main acts and two regulations/directives governing intellectual property

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

**Unit title:** Professional and Legal Issues for Web and Digital Content Developers (SCQF level 8)

For Outcome 2 candidates will need to demonstrate an awareness of current and evolving professional practice within web and digital design/content development by:

- ◆ summarising two different approaches to project management and state two advantages and two disadvantages of each
- ◆ outlining contractual obligations as a self-employed developer, with regard to agreeing the scope of work to be undertaken, key deliverables, project milestones and service levels
- ◆ describing at least one route to undertake Continuous Professional Development
- ◆ describing one new development within contemporary professional practice

For Outcome 3 candidates will need to produce a resource pack or portfolio for professional practice as a Web or Digital Developer to include:

- ◆ a section detailing personal background, qualifications, skills and experience or alternatively a curriculum vitae
- ◆ a directory of useful contacts and resources related to professional practice and self-employment
- ◆ a checklist of required information to undertake a web development or multimedia development contract
- ◆ a sample contract template (which may be brief)

The evidence of cognitive competence will be the definitions, descriptions and explanations required for Outcomes 1 and 2 as stated above. The evidence of practical competence will be the production of a resource pack or portfolio for Outcome 3.

All Outcomes may be assessed together in a holistic manner, or separately.

Evidence for practical competence may be produced over an extended period of time under open-book conditions; but where it is generated without supervision some means of authentication must be carried out. The *SQA Guide to Assessment* provides further advice on methods of authentication.

The *Guidelines on Approaches to Assessment* (see the Support Notes section of this specification) provides specific examples of instruments of assessment.



## Higher National Unit Support Notes

**Unit title:** Professional and Legal Issues for Web and Digital Content Developers (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 primarily intended to provide learners with the knowledge they will require in order to function effectively in professional web development and digital design and creation.

This may include such areas as Apps for mobile devices. In the modern professional environment it is necessary that professionals in this area can understand and interpret the business world in which they operate. Hence, the Unit concentrates on legal obligations, standards, intellectual property and professional obligations.

Although the Unit is expressed in generic terms, wherever possible it should be related to organisations, institutions, companies and situations which are familiar to learners, in particular applying much of the theory of professional issues to workplace or 'real life' case study situations.

There are three main areas of study:

- ◆ The legislation that has been established to apply to the computing, Web, and digital design areas:
  - The following are given as they stand at the time of writing but will change over time: Data Protection Act 1998, Computer Misuse Act 1990, Health and Safety at Work Act 1974, the key provisions of health and safety at work legislation in relation to working with VDU's and ergonomics, Consumer Protection Act 1987 (those provisions relating to liability), Health and Safety at Work Act 1974, Electronic Commerce (EC Directive) Regulations 2002, Consumer Contracts (Information, Cancellation and Additional Charges) Regulations 2013, The Equality Act (2010).
  - The concept of computer software, documentation and designs as intellectual property, need for awareness of the mechanisms and legislation that have been established to protect intellectual property.
  - Intellectual Property legislation and relevant European directives, eg Copyright, Design and Patents Act 1988.

## Higher National Unit Support Notes (cont)

**Unit title:** Professional and Legal Issues for Web and Digital Content Developers (SCQF level 8)

- ◆ Current and evolving professional practice applying to web and digital content creation. The role of a developer as a professional in negotiations with clients and colleagues. The need to plan and implement effective project management of development projects. Understanding contractual obligations and responsibilities established through development agreements. Investigating routes to Continuous Professional Development and researching contemporary issues in web and digital content creation.
- ◆ Identification of relevant business and legal sources which can be used as a basis for professional skills development and investigating the requirements for self-employment. Compiling a structured resource pack or portfolio that addresses the issues involved in becoming a professional web developer or digital content creator.

### 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 or professional knowledge and skills related to the occupational area of Web Development and Digital Media design. However, study of this Unit is also appropriate for other learners who have prior knowledge of developing interactive applications such as mobile Apps and who wish to develop their understanding of professional issues. For instance, someone in a professional role who wishes to gain more knowledge of regulation and standards that might affect their work.

This Unit requires the learner to be able to analyse professional issues in a Web or digital development or digital media design role and hence it is expected that it will be delivered in the second year of full-time HND Digital Design and Web Development programmes. Where possible during the delivery, links should be drawn with other relevant areas of the course, eg Design, authoring and web implementation.

The use of learner-centred, resource-based methodologies should be as extensive as possible to promote independent study. The Unit is particularly well suited to provide learner research opportunities.

Visits to local industry/external agencies and organisations or visits by guest speakers and practising web developers or digital content creators, could be used to encourage the learner to see the role of the professional and appreciate the application of the theory learned in this Unit to industry.

The Unit should be delivered in a way that enables learners to appreciate its relevance to the occupational area of Web/Interactive Media computing/Digital Design/IT.

'Real world' examples and cases should be referred to where possible, particularly applied legislation.

## Higher National Unit Support Notes (cont)

**Unit title:** Professional and Legal Issues for Web and Digital Content Developers (SCQF level 8)

### 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 candidates.

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

All the Outcomes may be assessed together in a holistic manner. This Unit could be assessed by production of a workbook/resource pack or e-portfolio/a report and media based presentation resource that covers the knowledge and skills requirements of all three Outcomes. It is recommended that the assessment be based on an appropriate extended case study or a scenario based on a suitable workplace or product development situations that provide the opportunity to cover all three items in the Evidence Requirements shown above.

If an extended case study is used it should be given to candidates with appropriate time, to allow for research and the assimilation of information by candidates. Assessors should feel free to answer questions or clarify any misunderstandings relating to the case study that candidates may have. Assessors should encourage discussion of the case study in relation to the main areas of study, ie legislation, standards, professional responsibilities, intellectual property, throughout the Unit.

The amount of evidence should be the **minimum** consistent with the defined knowledge and skills. A suggested report resource pack or portfolio word count would be around 1,200.

There are **no** time limitations on the production of evidence. The evidence may be produced at any time during the life of the Unit.

Candidates may use reference materials when undertaking assessment.

### 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).



## **Higher National Unit Support Notes (cont)**

**Unit title:** Professional and Legal Issues for Web and Digital Content Developers (SCQF level 8)

### **Opportunities for developing Core and other essential skills**

The achievement of this Unit gives automatic certification of Critical Thinking at SCQF level 6. There are also further opportunities to develop the Core Skill of *Communication* at SCQF level 6.

## History of changes to Unit

Version	Description of change	Date

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## General information for learners

### **Unit title:** Professional and Legal Issues for Web and Digital Content Developers (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 enable you to recognise the main issues affecting professionals working as Web/Digital Developers including Apps or Digital media designers. In order to function effectively the professional needs to be able to understand the working environment as well as having the technical knowledge to perform the tasks of their own profession.

It will enable you to gain an appreciation of a number of areas of concern to organisations that will affect you in the performance of your own job as a Web Development or Digital design professional. You will be expected to apply much of the theory of professional issues to workplace or 'real life' case study situations. You should be provided with the opportunity to gain knowledge of a number of different working environments.

In Outcome 1 you will learn about:

- ◆ the legislation appropriate to the Web or digital design developer, including (at the time of writing) the Data Protection Acts, the Computer Misuse Act, the Copyright, Design and Patents Act, the Consumer Protection Act (those provisions relating to liability), the Health and Safety at Work Act, Electronic Commerce and Consumer Contracts Regulations, The Equality Act (2010), particularly provisions relating to accessible web content.
- ◆ the importance of working in a safe environment.
- ◆ the concept of computer software, documentation and designs as intellectual property,
- ◆ an awareness of the mechanisms and legislation that have been established to protect intellectual property.

In Outcome 2 you will learn about current and evolving professional practice within web development and digital content creation. This will include an appreciation of effective project management and the use of milestones for stage payments, etc contractual obligations as a self-employed developer; the need for continuous professional development through membership of a recognised professional institution or alternative provisions. In addition you will be expected to carry out research and report on one contemporary/evolving issue which may have an impact on your professional practice.

In Outcome 3 you will learn how to research business and legal sources and create a resource pack or portfolio which can be used as a personal guide to develop professional practice.

You will use these research skills to source information which could be used as reference materials within your workplace or to support self-employment. You will also develop your communication skills as you learn how to apply your professional knowledge in providing advice to clients or colleagues.

Your work for all three Outcomes could be assessed by the completion of a resource pack or portfolio with media assets.