



Higher National Unit specification

General information

Unit title: Work Placement and Preparation for Employment in the Gaelic Creative Industries (SCQF level 8)

Unit code: HG2Y 35

Superclass: HC

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Unit purpose

The purpose of this Unit is to give learners an insight into the workings and cultural imperatives of the Gaelic media industry. It is also designed to enable learners to demonstrate that they can carry out a range of tasks within a given brief by preparing for and undertaking a structured work placement as preparation for employment in the Gaelic Creative Industries. Learners will be given an opportunity to showcase their abilities by creating a self-promotion package. This Unit is intended for learners who have recently successfully completed a course of study in broadcast skills at Higher National level through the medium of Gaelic and who have demonstrated the necessary skills and suitability to embark on a career in the Gaelic media industry.

Outcomes

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

- 1 Undertake a work placement as preparation for employment in the Gaelic Creative Industries.
- 2 Produce a programme proposal in line with industry standards.
- 3 Create a self-promotion package.

Credit points and level

7 Higher National Unit credits at SCQF level 8: (56 SCQF credit points at SCQF level 8)

Higher National Unit specification: General information (cont)

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Recommended entry to the Unit

In order to participate fully in the work placement, fluency in Gaelic is a prerequisite. The learner should also have good interpersonal skills.

The learner should have successfully completed all HN SQA Units in Year 1 of the PDA Diploma in Gaelic Media prior to undertaking this Unit. Access to the Unit is at the discretion of the centre.

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.

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.

This Unit forms part of the mandatory section of the Professional Development Award (PDA) *Diploma in Gaelic Media (Diplòma anns na Meadhanan Gàidhlig)*.

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

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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

Undertake a work placement as preparation for employment in the Gaelic Creative Industries.

Knowledge and/or Skills

- ◆ Planning:
 - Name, location and general activities of the workplace designation/role in workplace
 - Knowledge of job/role
 - Knowledge of general tasks, specific duties and responsibilities
 - Knowledge of Health and Safety requirements
 - Knowledge of copyright matters, legal, ethical and editorial matters
 - Producing a working brief in conjunction with tutor and workplace supervisor
 - Identifying personal learning goals

- ◆ Implementing:
 - Identifying methods of monitoring own performance during placement
 - Implementing methods of monitoring own performance and keeping records
 - Develop project plan, including timescales, to current industry standards
 - Demonstrating appropriate communication, interpersonal and group/team working skills

- ◆ Evaluating:
 - Identifying methods of evaluating of own performance
 - Evaluating professional development during placement
 - Identifying potential future training requirements
 - Identifying potential career path

Higher National Unit specification: Statement of standards (cont)

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Outcome 2

Produce a programme proposal in line with industry standards.

Knowledge and/or Skills

- ◆ Knowledge of the appropriate lengths for programme proposals
- ◆ Knowledge of the different genres of programmes
- ◆ Knowledge of the programme content
- ◆ Knowledge of the intended duration of the programme
- ◆ Knowledge of the target audience
- ◆ Knowledge of the technology, equipment and other resources required
- ◆ Knowledge of how to sell and promote your programme idea

Outcome 3

Create a self-promotion package.

Knowledge and/or Skills

- ◆ Identify the elements which comprise *curriculum vitae* suitable for the Creative Industries
- ◆ Identify the elements which comprise a business card
- ◆ Knowledge of broadcast skills relevant to individual self-promotion package
- ◆ Knowledge of contact methods for self-promotion within the Gaelic Creative Industries
- ◆ Producing a self-promotion package based on knowledge, skills and experience

Evidence Requirements for this Unit

For the purposes of this Unit it is expected that the work placement will be for a period of around 10 months.

Outcome 1

The learner will require written evidence in the form of a Personal Appraisal Portfolio which should contain three sections: *Planning, Implementing, Evaluating*. The completed portfolio should address all the Knowledge and Skills of Outcome 1. Each completed form should be agreed to and signed by all parties involved: the learner, the tutor and the workplace supervisor. The learner must supply all of the minimum evidence specified below in order to pass.

Higher National Unit specification: Statement of standards (cont)

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Stage	Minimum Evidence Requirements
Planning	<p>Production of a working brief (learner, tutor and workplace supervisor) 1–2 x A4 page(s)</p> <p>The style and content of the working brief will follow industry standards. It should be generated in two stages following:</p> <ul style="list-style-type: none"> ◆ interview with tutor before commencement of work placement ◆ interview with workplace supervisor at start of work placement <p>The working brief must include:</p> <ul style="list-style-type: none"> ◆ name, location and general activities of the workplace ◆ learner’s designation/role in the workplace ◆ description of general tasks, specific duties and responsibilities ◆ agreement and prioritisation of personal learning goals
Implementing	<p>Completion of an appraisal form (Workplace Supervisor + learner) 1 x A4 page</p> <p>The style and content of the appraisal form will follow industry standards. It should be completed following progress interviews between the workplace supervisor and the learner. The form must include monitoring and appraisal of:</p> <ul style="list-style-type: none"> ◆ performance of general tasks, specific duties and responsibilities which have been identified within the project plan, including meeting deadlines ◆ progress towards agreed personal learning goals ◆ comment on communication, interpersonal and group/team working skills ◆ comment on general performance and progress

Higher National Unit specification: Statement of standards (cont)

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Evaluating	Production of a self-evaluation report (learner) 1–2 x A4 page(s)	Evaluation report (workplace supervisor) 1–2 x A4 page(s)
	<p>The style and content of the reports will follow industry standards. They should be generated in two stages, following:</p> <ul style="list-style-type: none"> ◆ evaluation/exit interview with workplace supervisor ◆ interview with tutor on completion of work placement <p>Both reports must include an evaluation of:</p> <ul style="list-style-type: none"> ◆ performance of general tasks, specific duties and responsibilities which have been identified within the project plan, including meeting deadlines ◆ achievement (or otherwise) of agreed personal learning goals ◆ professional development during placement ◆ potential future training requirements ◆ potential career path 	

The evidence will be produced in open-book conditions.

Outcome 2

The learner should demonstrate his/her knowledge and skills by producing a programme proposal in line with industry standards. It should illustrate the learner's ability to apply both the theoretical and contextual knowledge gained from the work placement. The evidence may be written or oral.

In the case of oral evidence, the learner must pitch the idea as a presentation of between 5–10 minutes duration, to a professional standard, using style appropriate to pitching and presenting to commissioning editors. Evidence will be retained in the form of a recording of the learner's presentation.

In the case of written evidence, the learner will be required to produce a programme proposal of 1,000 words maximum. This may include visual, audio and other data, eg tables, charts, diagrams, web references. It should be produced to a professional standard, suitable for consideration by commissioning editors (a pro forma can be created using guidance from broadcasters).

The evidence will be produced in open-book conditions.

Higher National Unit specification: Statement of standards (cont)

Unit title: Work Placement and Preparation for Employment in the Gaelic Creative Industries (SCQF level 8)

Outcome 3

The learner will need to show that he/she can create a self-promotion package. The package should be in a medium and style relevant to the learner's chosen career path in the Gaelic media and should contain the following:

- ◆ Curriculum vitae
- ◆ Business card
- ◆ Portfolio of work

The *curriculum vitae* should be computer-generated, designed with clear headings and sections, in a logical order, and must include personal details, education/qualifications, employment history/work experience, personal statement and references. The business card should be computer-generated, legible with clear and accurate information, including: name, professional title and contact information (phone, address, e-mail where relevant). The portfolio should contain at least three discrete examples of the learner's work relevant to his/her chosen career path in the Gaelic media, and which exemplify the learner's breadth of experience over the course of study and/or work placement.

The evidence will be produced in open-book conditions.



Higher National Unit Support Notes

Unit title: Work Placement and Preparation for Employment in the Gaelic Creative Industries (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 280 hours.

Guidance on the content and context for this Unit

This Unit is intended for learners who have recently successfully completed a course of study in broadcast skills through the medium of Gaelic and who now wish to embark on a career in the Gaelic media industry. Participating in a work placement of the recommended duration will give the learner a real opportunity to expand her/his knowledge, gain further experience and develop her/his skills. The workplace will benefit from a trainee who has sufficient time to contribute fully to the production process. On completion of this Unit the learner should possess the relevant skills for her/his elected vocational area and will therefore be able to progress to employment.

In Outcome 1 a Working Brief will be agreed between the centre, learner and the workplace and this will form the basis for the learner's placement. Goals identified for the placement will be clear, sufficient and appropriate to timescale and workplace. Records of workplace experience will be clear, complete, concise and accurate.

In Outcome 2 it is recognised that approaches to production and working practices will vary across, and even within, organisations. Different genres of programme or production require different methodologies. The aims are that the learner understands the logical progression of each stage of the production process and is able to produce a programme proposal in line with industry standards.

In Outcome 3, the learner will produce a self-promotion package, which should be presented in a style and medium of their choice, and which should be relevant to their pursuit of a career in the Gaelic media industry. Learners may be encouraged to use computer-generated templates in the design of their *curriculum vitae* and business card. The learner should take advantage of opportunities presented during the work placement to include real-life achievements in their portfolio of work, where these are appropriate.

Higher National Unit Support Notes (cont)

Unit title: Work Placement and Preparation for Employment in the Gaelic Creative Industries (SCQF level 8)

Guidance on approaches to delivery of this Unit

Centres should allow time to monitor the progress of the learner and provide support where necessary. The centre should identify a tutor who will liaise with the learner. A workplace manager should be identified prior to the work placement and s/he will be responsible for the supervision of the learner's training while on work placement. Regular communication should take place between the centre and the workplace, and feedback should be provided at agreed intervals. The tutor should liaise with the learner and the workplace manager to ensure that the requirements of the placement are being met.

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.

The assessment for this Unit will draw upon performance appraisal processes already in use in (the) industry. The evidence should be created and gathered in the three stages outlined previously, by a series of centre-based and workplace interviews. The centre should create standard forms that address all items in Knowledge/skills and Evidence Requirements.

Evidence will be gathered in open-book assessment conditions.

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)

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Opportunities for developing Core and other essential skills

There may be opportunities to gather evidence towards Core Skills in this Unit. This Unit allows the learner to naturally develop entrepreneurial skills and employability skills. The nature of the work placement is such that it provides real life experience within a production company/companies thus giving the learner an exceptional opportunity to learn from experienced professionals and develop the real skills required for the Gaelic Creative Industries. The Unit also gives the opportunity for networking within the industry and provides the learner with the necessary attributes to move forward to employment and or the freelance market.

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 Unit

Version	Description of change	Date
02	Core Skill Problem Solving at SCQF level 6 embedded.	16/11/2016

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General information for learners

Unit title: Work Placement and Preparation for Employment in the Gaelic Creative Industries (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 equip you with the skills necessary to embark on a career in the Gaelic media. You will undertake a work placement and prepare for employment in the Gaelic Creative Industries. You will learn first-hand about the production process and you will also create a self-promotion package. The recommended duration of the work placement is 10 months. This will give you a real opportunity to expand your knowledge, gain experience and develop your skills and abilities. The workplace will benefit from the fact that you have sufficient time to contribute fully to programme production. Prior to commencing this Unit, you should recently have successfully completed a course of study in broadcast skills at Higher National level through the medium of Gaelic.

In Outcome 1 you will plan, implement and evaluate your work placement. The objectives of the placement will be completed and agreed before you begin and you will continue to monitor your own progress as you undertake a role in a production environment. Finally, you will evaluate your own performance over the course of the placement and identify potential future training requirements and possible career path.

During your work placement, support will be provided by your centre. The centre will identify a tutor who will liaise with you. A workplace manager will be identified prior to the work placement and s/he will be responsible for the supervision of your training while on work placement. Regular communication will take place between the centre and your place of work and feedback will be provided at agreed intervals. The tutor will liaise with you and your workplace manager to ensure that the requirements of the placement are being met.

In Outcome 2, following your experience with key programme-makers, you will demonstrate your knowledge and understanding of the production process by creating and presenting a programme proposal in line with industry standards.

In Outcome 3 you will create a self-promotion package. You will design and produce: *curriculum vitae*, a business card and a portfolio which, upon completion of your work placement, will showcase your skills and abilities. The medium and style of the package will be your own choice.

In addition to the above, you will develop a range of general key employability and Core Skills.

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.