



## Higher National Graded Unit specification

### General information for centres

This Graded Unit has been validated as part of the Creative Industries: Television. Centres are required to develop the assessment instrument in accordance with this validated specification. Centres wishing to use another type of Graded Unit or assessment instrument are required to submit proposals detailing the justification for change for validation.

**Graded Unit title:** Creative Industries: Television: Graded Unit 1

**Graded Unit code:** F2E2 34

**Type of Graded Unit:** Project

**Assessment Instrument:** Practical Assignment

**Credit points and level:** 1 HN credit at SCQF level 7: (8 SCQF credit points at SCQF level 7\*)

*\*SCQF credit points are used to allocate credit to qualifications in the Scottish Credit and Qualifications Framework (SCQF). Each qualification in the Framework is allocated a number of SCQF credit points at an SCQF level. There are 12 SCQF levels, ranging from Access 1 to Doctorates.*

**Purpose:** This Graded Unit is designed to provide evidence that the candidate has achieved the following principal aims of the HNC Creative Industries: Television.

- ◆ To prepare candidates for employment in related television occupations at an appropriate level.
- ◆ To develop knowledge and understanding of the roles and responsibilities involved in television production.
- ◆ To develop a range of contemporary vocational skills relating to the production of television content.
- ◆ To develop knowledge of the context, working practices and organisation of the Creative Industries
- ◆ To develop a range of core and transferable skills essential for the Creative Industries

**Recommended prior knowledge and skills:** It is recommended that the candidate should have completed or be in the process of completing the following Units relating to the above specific aims prior to undertaking this Graded Unit:

- ◆ DM0W 34 *Creative Project*
- ◆ DM0V 34 *Creative Industries: An Introduction*
- ◆ DM22 34 *Camera: An Introduction*
- ◆ DM11 34 *Lighting: An Introduction*
- ◆ DM28 34 *Sound Recording: An Introduction*
- ◆ DM0X 34 *Editing: An Introduction*

## General information for centres (cont)

**Core Skills:** There is no automatic certification of Core Skills or a Core Skill component as part of this Graded Unit. However, there may be opportunities to develop the Core Skills of Working with Others, Problem Solving, IT, and Communication.

**Assessment:** This Graded Unit will be assessed by the use of practical assignment. The ‘fleshed-out’ practical assignment should provide the candidate with the opportunity to produce evidence that demonstrates she/he has met the aims of this Graded Unit that it covers.

This Graded Unit should be undertaken on an individual basis. Candidates should be encouraged to select an appropriate project that involves them in taking on the role of production manager. This would involve the candidate in integrating the knowledge and skills in the range of technical roles utilised in production to support the planning, organisation and development of the project.

**Candidates are required to undertake the necessary pre-production and production tasks required to help realise the Creative Project (DM0W 34).** This assessment is not only concerned with practical activities, and provides candidates with the opportunity to demonstrate creative, interpersonal and management skills.

## Administrative Information

**Graded Unit code:** F2E2 34

**Graded Unit title:** Creative Industries: Television: Graded Unit 1

**Original date of publication:** October 2007

**Version:** 01

### History of changes:

Version	Description of change	Date
01	Replaces Unit DM2R 34	October 2007

**Source:** SQA

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# Higher National Graded Unit specification: instructions for designing the assessment task and assessing candidates

**Graded Unit title:** Creative Industries: Television: Graded Unit 1

## Conditions of assessment

The candidate should be given a date for completion of the Practical Assignment. However, the instructions for the assessment task should be distributed to allow the candidate sufficient time to assimilate the details and carry out the assessment task. During the time between the distribution of the assessment task instructions and the completion date, assessors may answer questions, provide clarification, guidance and reasonable assistance. The assessment task should be marked as soon as possible after the completion date. The final grading given should reflect the quality of the candidate's evidence at the time of the completion date. Reassessment of this Graded Unit should be based on a significantly different assessment task.

At this level, candidates should work independently. It is up to Centres to take reasonable steps to ensure that the project is the work of the candidate. For example, Centres may wish to informally question candidates at various stages on their knowledge and understanding of the project on which they have embarked. Centres should ensure that where research etc, is carried out in other establishments or under the supervision of others that the candidate does not receive undue assistance.

If a candidate fails the project overall or wishes to upgrade, then this must be done using a *substantially different* project, ie all stages are undertaken using a new project, assignment, case study, etc. In this case, a candidate's grade will be based on the achievement in the re-assessment, if this results in a higher grade.

## Instructions for designing the assessment task

The assessment task is a project. The project undertaken by the candidate must be a complex task which involves:

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

The assessment task must require the candidate 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

The assessment task must require the candidate to:

- ◆ Work to a given brief and treatment
- ◆ Analyse the brief and in consultation, and decide on appropriate planning for undertaking the project
- ◆ Consider and evaluate possible solutions to the needs of the creative project
- ◆ Estimate and source human resource requirements for the project
- ◆ Estimate and source technical requirements for the project

## Higher National Graded Unit specification: instructions for designing the assessment task and assessing candidates (cont)

- ◆ Work to a provided budget and produce relevant budget tracking documentation
- ◆ Undertake comprehensive risk assessments for the project
- ◆ Arrange and manage meetings and communication to initiate and progress the project
- ◆ Produce planning and production documentation for the project
- ◆ Plan and organise work and carry it through to completion within the agreed timeframe
- ◆ Reflect on what has been done, critically evaluate the approach taken to the project, and draw conclusions for the future
- ◆ Produce evidence of meeting the aims which this Group Award Graded Unit has been designed to cover

### Guidance on grading candidates

Candidates who meet the minimum Evidence Requirements will have their achievement graded as C — competent, or A — highly competent or B somewhere between A and C. The grade related criteria to be used to judge candidate performance for this Graded Unit is specified in the following table.

Grade A	Grade C
<p>Is a seamless, coherent piece of work which:</p> <ul style="list-style-type: none"> <li>◆ has sufficient evidence for the three essential phases of the project, is produced to a high standard, and is quite clearly inter-related</li> <li>◆ demonstrates an accurate and insightful interpretation of the project brief</li> <li>◆ is highly focused and relevant to the tasks associated with the project brief</li> <li>◆ is clear and well structured throughout and language used is of a high standard in terms of level, accuracy and the given brief</li> <li>◆ effectively consolidates and integrates required knowledge and skills</li> </ul>	<p>Is a co-ordinated piece of work which:</p> <ul style="list-style-type: none"> <li>◆ has sufficient evidence of the three essential phases of the project, is produced to an adequate standard</li> <li>◆ demonstrates an acceptable interpretation of the project brief</li> <li>◆ is focused and relevant to the tasks associated with the project brief</li> <li>◆ is satisfactorily structured and language used is adequate in terms of level, accuracy and the given brief</li> <li>◆ consolidates and integrates knowledge and skills but this may lack some continuity and consistency</li> </ul>

The project will be marked out of 200. Assessors will mark each stage of the project, taking into account the criteria outlined. The marks will then be aggregated to arrive at an overall mark for the project. Assessors will then assign an overall grade to the candidate for this Graded Unit based on the following grade boundaries.

A = 70% — 100%

B = 60% — 69%

C = 50% — 59%

**Note:** the candidate must achieve all of the minimum evidence specified below for each stage of the project in order to achieve the Graded Unit.

## Higher National Graded Unit specification: instructions for designing the assessment task and assessing candidates (cont)

### Evidence Requirements

The project consists of three stages: planning; developing; and evaluating. The following table specifies the minimum evidence required to pass each stage.

**Note:** The candidate must achieve **all of the minimum evidence** specified below for each stage of the project in order to pass the Graded Unit.

Project Stage	Minimum Evidence Requirements
Stage 1 — Planning	<ul style="list-style-type: none"> <li>◆ Analyse production requirements from the Creative Project brief</li> <li>◆ Justification for selecting, adapting or developing this approach</li> <li>◆ Identify and source resource requirements (ie human, financial and technical)</li> <li>◆ Prepare a project plan which indicates the timescale and resources required to realise the project</li> <li>◆ Undertake tasks relating to Health and Safety, risk assessment, copyright, legal requirements etc, and provide appropriate documentation</li> <li>◆ Documented evidence of meetings and communication to initiate the project</li> <li>◆ Instigate and maintain a production file including documentation appropriate to the genre</li> <li>◆ 40%</li> </ul> <p><i>The candidate must achieve all of the minimum evidence specified above in order to pass the Planning stage.</i></p>

## Higher National Graded Unit specification: instructions for designing the assessment task and assessing candidates (cont)

Project Stage	Minimum Evidence Requirements
Stage 2 — Developing	<p>Candidates should produce a production file as the main part of the evidence for this phase.</p> <p>Prepare and distribute production documentation as appropriate to the genre eg:</p> <ul style="list-style-type: none"> <li>◆ Amended Script/storyboard</li> <li>◆ Script breakdown/step outline (<i>pre-production</i>)</li> <li>◆ Shot list or shooting script</li> <li>◆ Movement orders, travel, accommodation, catering</li> <li>◆ Call sheets</li> <li>◆ Shooting schedules</li> <li>◆ Permissions and release forms</li> <li>◆ Catalogue of equipment used</li> <li>◆ Health and safety documentation</li> <li>◆ Minutes, agendas and actions</li> </ul> <p>Implement the project plan including troubleshooting and contingencies as required and as appropriate to the genre.</p> <p>Oversee production processes, including:</p> <ul style="list-style-type: none"> <li>◆ Production diary</li> <li>◆ Amended production documentation</li> <li>◆ Shooting logs</li> <li>◆ Edit log sheets</li> </ul> <p>Maintain a comprehensive production file to enable progression to the post-production phase of the project, including:</p> <ul style="list-style-type: none"> <li>◆ Pre-production documentation</li> <li>◆ Production documentation</li> <li>◆ Projected final budget</li> <li>◆ Copyright clearances</li> </ul> <p>Collate all necessary material to enable effective post production. (eg tapes, stills, music, sound effects, voiceover script etc)</p> <ul style="list-style-type: none"> <li>◆ 30%</li> </ul>

## Higher National Graded Unit specification: instructions for designing the assessment task and assessing candidates (cont)

Project Stage	Minimum Evidence Requirements
Stage 3 — Evaluating	<ul style="list-style-type: none"> <li>◆ Self-evaluate the effectiveness of performance in the role of Production Manager, with particular reference to performance in the following skills:               <ul style="list-style-type: none"> <li>— communication</li> <li>— working with others</li> <li>— problem solving</li> <li>— using numbers (budgeting)</li> <li>— using information technology</li> </ul> </li> <li>◆ Draw conclusions, identify strengths and weaknesses and suggest actions which will inform future performance</li> <li>◆ 30%</li> </ul> <p><i>The candidate must achieve all of the minimum evidence specified above in order to pass the Evaluating stage.</i></p>

### Candidates with disabilities and/or additional support needs

The additional support needs of individual candidates should be taken into account when planning learning experiences, selecting assessment instruments or considering alternative assessment arrangements. For information on these, please refer to the SQA document *Guidance on Assessment Arrangements for Candidates with Disabilities and/or Additional Support Needs*, which is available on SQA's website: [www.sqa.org.uk](http://www.sqa.org.uk).