**✕SQA**

# Arrangements for:

## HNC Creative Industries: Television (G7PM 15)

## HND Creative Industries: Television (G7PK 16)

## HNC Creative Industries: Radio (G7PL 15)

## HND Creative Industries: Radio (GD1W 16)

**Version: 13 (February 2019)**

HNC CREATIVE INDUSTRIES: TELEVISION
HND CREATIVE INDUSTRIES: TELEVISION
HNC CREATIVE INDUSTRIES: RADIO

VALIDATED —DECEMBER 2004

HND CREATIVE INDUSTRIES: RADIO
VALIDATED – JULY 2011

## Acknowledgement

# History of changes

It is anticipated that changes will take place during the life of the qualification and this section will record these changes. This document is the latest version and incorporates the changes summarised below. Centres are advised to check SQA's APS Navigator to confirm they are using the up to date qualification structure.

**NOTE:** Where a Unit is revised by another Unit:

♦ No new centres may be approved to offer the Unit which has been revised.
♦ Centres should only enter candidates for the Unit which has been revised where they are expected to complete the Unit before its finish date.

| Version number | Description | Date |
|---|---|---|
| 13 | **Revision of Unit:** FT68 35 Radio: Producing Online Content (finish date 31/07/2021) has been replaced by J1MJ 35 (Start date 01/08/2018) | 31/01/19 |
| 12 | **Revision of Unit:** DV0M 34 Work Experience has been replaced by HJ4W 34 Work Placement and will finish on 31/07/2019 | 29/03/17 |
| 11 | **Additional Unit to HND Creative Industries: Television** H49T 35 Creative Industries:Television: Graded Unit 2 | 02/09/15 |
| 10 | **Revision of Unit**: D77G 34 *Communication: Practical Skills* revised by H7MB 34 on HND Creative Industries: Radio framework finishing 31/07/2016. | 18/11/14 |
| 09 | H49S 34 *Creative Industries: Graded Unit 1* and H49T 35 *Creative Industries: Graded Unit 2* removed from frameworks. | 23/06/14 |
| 08 | DM0W 34 *Creative Project* finish date removed and H4A2 34 *Creative Content Generation* removed from frameworks. | 06/05/14 |
| 07 | **Revision to Units**: DM0R 35 *Audio Post Production: Automated Dialogue Replacement and Foley* revised by H6M4 35 *Audio Post Production: Automated Dialogue Replacement and Foley for Video*. DM0T 35 *Audio Post Production: Mixing and Synchronising Audio for Video* revised by H6M5 35 *Audio Post Production for Video*. Finishing 31/07/2015. | 03/04/14 |
| 06 | **Revision of Units**: DM0W 34 *Creative Project* revised by H4A2 34 *Creative Content Generation*. DM28 34 *Sound Recording: An Introduction* revised by H4A5 34. DM11 34 *Lighting: An Introduction* revised by H4A4 34. DM22 34 Camera: An Introduction revised by H4A3 34. DM0V 34 *Creative Industries: An Introduction* revised by H4A1 34. F45K 34 *Editing An Introduction* revised by H4A6 34. F45M 34 *Production Assistant Skills: Location* revised by H4A7 34 *Production Skills: An Introduction*. DM2A 35 *Television Directing: Non-factual Programmes* revised by H4JF 35. DM29 35 *Television Directing: Factual Programmes* revised by H4JE 35 *Television Directing: Factual Programmes*. DM10 35 *Editing to a Directors Brief* revised by H4JD 35. DM2D 35 *Television Production Management: Non-Factual Programmes* revised by H4JC 35. DM2C 35 *Television* | 19/09/13 |

| Version number | Description | Date |
|---|---|---|
| | *Production Management: Factual Programmes* revised by H4JB 35. DM15 34 *Multi-Camera: Camera Techniques* revised by H4AD 34. DM23 35 *Camera: Selection, Mounts and Advanced Functions* revised by H4AC 35. DM2K 35 *Using a Single Camera in a Television Production Team* revised by H4AB 35. DM12 35 *Lighting: Single Camera Location* revised by H4A9 35 *Lighting: A Single Camera Location.* F45P 34 *Television Research* revised by H4A8 35 *Content Development and Research.* F2E2 34 *Creative Industries: Television: Graded Unit 1* revised by H49S 34. DM2T 35 *Creative Industries: Television: Graded Unit 2* revised by H49T 35. Finishing 31/07/2015. | |
| 05 | HND Creative Industries: Television amended – optional groupings changed to a single bank of options. | 31/08/13 |
| 04 | Amended to include HND Creative Industries: Radio. | 23/11/11 |
| 03 | Previous versions were made before the introduction of the History of Changes table. | - |
| 02 | Previous versions were made before the introduction of the History of Changes table. | - |

# Contents

# 1 Rationales

## Background to the developments

Advanced awards in Television and Radio have been offered in Scotland, first by SCOTVEC and, subsequently by SQA, since 1989. Centres approved to offer the awards have had a high success rate in terms of producing entrants to the media industries and entrants into higher education. The HNC/D Television Operations and Production and the HNC in Radio Broadcasting were validated in 1996 and have had a consistent recruitment profile.

Following extensive consultation with stakeholders, new design principles for Higher National awards were revised and finalised by SQA in 2003. Representatives of all involved, Further Education colleges as well as from Higher Education, the Scottish Media Industry Skills Panel and Skillset, the Sector Skills Council for the creative audiovisual industries, came together as the Creative Audio Visual Industries Consortium, a group set up by SQA to undertake the revision process. It was unanimously agreed to seek revalidation of the awards to take account both of the revised design principles and of changes within the Creative Industries.

Market research for the awards involved discussion with Higher education providers, cross subject consortia developments with Music, and Art and Design, and close liaison with Industry bodies. Interest in the development of the awards from Industry has been strong. The Consortium was also represented on the Scottish Media Industry Skills Panel and as a member of the panel contributed to the production of the 'Skills Strategy and Action Plan for the Audio Visual Industries in Scotland 2002–2007' — the first workforce development plan for the Media Industries in Scotland. The process of engagement with the production of the plan has been critical to the design of the awards.

Within the media industries significant changes have taken place over the last few years. The most significant change is the rapid convergence of the IT and Communication industries, with the digitisation of production and distribution methods impacting on all areas of operation. There has been a rapid growth in the numbers of start ups and mergers of companies involved in digital content creation. The new form of company organisation to emerge is characterised by decentralised informal structures, flexible working patterns, temporary contracts and part time working. There are implications for the skills base of those in employment already and those looking to gain employment. Potential workers must have the skills to learn quickly, to adapt, and to work across a range of diverse tasks. The new awards develop such skills and with their emphasis on the systematic and incremental growth in knowledge and complementary skills, will also lay the foundation for future industry accreditation.

The emphasis on underpinning theoretical knowledge and analytical skills also supports formal articulation routes into Higher Education degree courses.

**Background to development of HND Creative Industries: Radio**

Following successful delivery of the HNC in Creative Industries: Radio over several years a need for a qualification for successful HNC candidates to progress to was identified by delivering centres. Adam Smith College put forward a proposal to develop an HND in Creative Industries: Radio and a Qualifications Design Team (QDT) was established. The rationale for this award has been developed over the last three years as industry figures and educational practitioners have agreed that candidates leaving with an HNC Creative Industries: Radio would benefit from further study. Whether their immediate destination is Higher Education or employment in the Creative Industries there has been little or no dissent from this position. The HND builds upon the knowledge and skills developed within the HNC and in addition addresses recent, major changes in broadcast technology and the skills now required to compete in this changing job market especially in relation to coordinating, producing and adapting content for multiplatform distribution.

The original HNC Creative Industries Radio and Television (2004) recognised that, 'Within the media industries significant changes have taken place over the last few years. The most significant change is the rapid convergence of the IT and Communication industries, with the digitisation of production and distribution methods impacting on all areas of operation. There has been a rapid growth in the numbers of start ups and mergers of companies involved in digital content creation.' These issues of convergence and enterprise are integral to this new award.

Within the mandatory section the new Unit Creative Industries: Content Generation is purposefully medium non-specific and concentrates on the generation of content of value across traditional media boundaries. Podcasting clearly relates to the supply of broadcast content via the internet whilst Radio: Producing Online Content is about re-purposing content for specific use on the web. Whilst the developers and writing team accept that attempts to 'future-proof' an award may be limited to due the evolving nature of the industry there has been a clear attempt to create an award which is flexible and open enough to respond to the constant change of broadcast media technologies.

## 2 Aims

### General aims

♦ to develop the candidate's knowledge and skills in planning, analysing and synthesising
♦ to enable the integration of technological, production and creative skills
♦ to develop employment skills and enhance candidates' employment prospects
♦ to enable progression within the Scottish Credit and Qualifications Framework
♦ to develop study and research skills
♦ to develop transferable skills including Core Skills
♦ to provide academic stimulus and challenge, and foster an enjoyment of the subject

### Specific aims

### HNC Creative Industries: Television

1 To prepare candidates for employment in related television occupations at an appropriate level.
2 To develop knowledge and understanding of the roles and responsibilities involved in television production.
3 To develop a range of contemporary vocational skills relating to the production of television content.
4 To develop knowledge of the context, working practices and organisation of the Creative Industries.
5 To develop a range of core and transferable skills essential for the Creative Industries.
6 To prepare candidates for progression to further supply.

### HND Creative Industries: Television

1 To prepare candidates for employment in related television occupations at an appropriate level.
2 To develop a range of specialist technical and production skills relating to industry occupations eg in sound, camera, editing etc.
3 To carry out roles and responsibilities involved in television production.
4 To develop extended experience in different styles of programme making.
5 To develop knowledge of self employment, business and management issues in the Creative Industries.
6 To prepare candidates for progression to further study.

## HNC Creative Industries: Radio

1   To prepare candidates for employment in related radio occupations at an appropriate level.
2   To develop knowledge and understanding of the roles and responsibilities involved in radio production.
3   To develop a range of contemporary vocational skills relating to the production of radio content.
4   To develop knowledge of the context, working practices and organisation of the creative industries
5   To develop a range of core and transferable skills essential for the Creative Industries.
6   To prepare candidates for progression to further study.

## HND Creative Industries: Radio

1   To further develop the knowledge and skills gained in HNC Creative Industries: Radio
2   To prepare candidates for a wide range of multi-skilled employment in related radio occupations at an appropriate level
3   To further develop a deeper knowledge and practice of specialist technical and production skills relating to the roles and responsibilities of radio production
4   To further develop knowledge of the context, working practices and organisations within the creative industries
5   To develop a deeper knowledge of self employment, business and management issues in the Creative Industries.
6   To prepare candidates for progression to further study.

# 3　　Recommended access

Access to the Group Awards is at the discretion of individual centres. It is recommended that candidates should have some competence in technology equivalent to SCQF Level 5. This may be demonstrated by appropriate qualifications, relevant experience, or a mixture of both.

Some examples of appropriate formal entry qualifications are given below. They are not exhaustive or mutually exclusive and may be offered in a variety of combinations.

1　Any relevant Scottish Group Award at Intermediate 2 or Higher.
2　English and Communication at Higher level, plus one other relevant National Qualification at Higher level; in addition, at least three other Standard Grade passes at 3 or above, or equivalent.
3　An SVQ at level 2 or 3 in a relevant area.
4　Relevant National Units at appropriate levels (eg Core Skills Units at Intermediate 1 or 2) combined with any of the above.

Different combinations of relevant National Qualifications, Vocational Qualifications and equivalent qualifications from other awarding bodies may also be acceptable, as would suitable vendor qualifications at an appropriate level.

Mature candidates with suitable work experience may be accepted for entry provided that the enrolling centre believes that the candidate is likely to benefit from undertaking the award.

## HND Creative Industries: Radio Access

The entry to the HND programme would normally be successful completion of the 96 SCQF credit points (12 SQA Unit credits) of the HNC. If the 240 SCQF Credit Point (30 SQA Unit credit) HND was delivered across two years with 120 SCQF credit points (15 SQA Unit credits) in each year the number of credits required to articulate would be at the discretion of the centre.

# Core Skills profile for entry

It would be advisable for candidates to have some prior knowledge of information technology although formal qualifications may not be necessary if suitable experience has been gained informally or through work experience. Centres may wish to give consideration to inferred or actual evidence of candidates' Core Skills.

Recommended Core Skills entry profiles for both HNCs and HNDs are:

| Core Skill | Entry Profile | Exit Profile |
|---|---|---|
| Communication | | |
| **Oral Communication** | **Intermediate 2** | **Higher** |
| **Written communication** | **Intermediate 2** | **Higher** |
| Numeracy | | |
| **Using Graphical Information** | **Intermediate 2** | **Intermediate 2** |
| **Using Number** | **Intermediate 2** | **Intermediate 2** |
| Information Technology | **Intermediate 2** | **Higher** |
| Problem Solving | | |
| **Critical Thinking** | **Intermediate 2** | **Higher** |
| **Planning and Organising** | **Intermediate 2** | **Higher** |
| **Reviewing and Evaluating** | **Intermediate 2** | **Higher** |
| Working with Others | **Intermediate 2** | **Higher** |

# 4 Structure of the qualifications

## Conditions of award — HNC Creative Industries: Television

The HNC Creative Industries: Television award will consist of 12 credits (96 SCQF credit points). This will be obtained from nine mandatory Units worth 10 credits, and two Unit credits selected from the optional table as follows:

### Mandatory Units

| Unit Title | Code | Credit Value | SCQF level |
|---|---|---|---|
| Production Assistant Skills: Location **OR** | F45M 34 | 1 | 7 |
| Production Skills: An Introduction | H4A7 34* | 1 | 7 |
| Creative Industries: An Introduction | H4A1 34* | 1 | 7 |
| Creative Content Generation | H4A2 34* | 2 | 7 |
| Camera: An Introduction | H4A3 34* | 1 | 7 |
| Lighting: An Introduction* | H4A4 34 | 1 | 7 |
| Sound Recording: An Introduction | H4A5 34* | 1 | 7 |
| Editing: An Introduction **OR** | F45K 34 | 1 | 7 |
| Editing: An Introduction | H4A6 34* | 1 | 7 |
| Law and the Communication Industries | DH8K 35 | 1 | 8 |
| Creative Industries: Television Graded Unit 1 | F2E2 34* | 1 | 7 |

### Optional Units

| Unit Title | Code | Credit Value | SCQF level |
|---|---|---|---|
| Television Research OR | F45P 35 | 2 | 8 |
| Content Development and Research | H4A8 35* | 2 | 8 |
| Employment Experience 1 **OR** | D7HJ 34 | 1 | 7 |
| Work Placement | HJ4W 34* | 1 | 7 |
| Critical Analysis of Texts | D7M9 35 | 1 | 8 |
| Multi-Camera: Camera Techniques | H4AD 34* | 1 | 7 |
| 2D Digital Imaging and Animation | DE35 35 | 2 | 8 |
| 3D Modelling and Animation | DE2N 35 | 2 | 8 |
| Advanced Bitmap Graphics for Creative Multimedia Design | DE2P 35 | 2 | 8 |
| Advanced Vector Graphics for Creative Multimedia Design | DE2R 35 | 2 | 8 |
| Television Planning and Production | DM2J 34 | 1 | 7 |
| Television Scripting: Factual Programmes | F45R 35 | 2 | 8 |

*Refer to History of changes for revision changes.

## Optional Units (cont)

| Unit Title | Code | Credit Value | SCQF level |
|---|---|---|---|
| Television Scriptwriting: Non Factual Programmes | F45S 35 | 2 | 8 |
| Television Directing: Factual Programmes | H4JE 35* | 2 | 8 |
| Television Directing: Non-Factual Programmes | H4JF 35* | 2 | 8 |
| Television Production Management: Factual Programmes | H4JB 35* | 2 | 8 |
| Television Production Management: Non-Factual Programmes | H4JC 35* | 2 | 8 |
| Using a Single Camera in a Television Production Team | H4AB 35* | 2 | 8 |
| Camera: Selection Mounts and Advanced Functions | H4AC 35* | 2 | 8 |
| Location Sound: Single Microphone Recording and Boom Operations | DM14 35 | 2 | 8 |
| Location Sound: Complex Recording and Wireless Microphone Operations | DM13 35 | 2 | 8 |
| Editing Own Programme | F45L 35 | 2 | 8 |
| Editing to a Directors Brief | H4JD 35* | 2 | 8 |
| Using a Single Camera in a Television Production Team | H4AB 35* | 2 | 8 |
| Lighting: Multi-Camera | H4AA 35* | 2 | 8 |
| Television Directing: Multi-camera | F45N 35 | 2 | 8 |
| Multi-Camera: Vision Mixing | DM26 35 | 1 | 8 |
| Multi-Camera Production: Support Roles | DM25 34 | 1 | 7 |
| Audio Post Production for Video | H6M5 35* | 2 | 8 |
| Audio Post Production: Automated Dialogue Replacement and Foley for Video | H6M4 35* | 2 | 8 |
| Advanced Studio Techniques | DR2X 35 | 3 | 8 |
| Audio for Multimedia: an Introduction | DJ1Y 33 | 1 | 6 |
| Marketing 1: Industry and Practice | DH4A 34 | 1 | 7 |
| Working in the Creative Industries | DJ3A 34 | 1 | 7 |
| Working in the Creative Industries 2 | DM2L 35 | 1 | 8 |
| Video Production 2: Making a Video Programme *(added as Optional Unit August 2011)* | D7XR 34 | 1 | 8 |

*Refer to History of changes for revision changes.

**Conditions of award — HND Creative Industries: Television**

The HND TV award will consist of 30 credits (240 SCQF credit points) as follows:

- 12 mandatory Units amounting to 15 HN credits
- 15 credits selected from optional Units

### Mandatory Units

| Unit Title | Code | Credit Value | SCQF level |
|---|---|---|---|
| Production Assistant Skills: Location | F45M 34 | 1 | 7 |
| **OR** | | | |
| Production Skills: An Introduction | H4A7 34* | 7 | 7 |
| Creative Industries: An Introduction | H4A1 34* | 1 | 7 |
| Creative Content Generation | H4A2 23* | 2 | 7 |
| Camera: An Introduction | H4A3 34* | 1 | 7 |
| Lighting: An Introduction | H4A4 34* | 1 | 7 |
| Sound Recording: An Introduction | H4A5 34* | 1 | 7 |
| Editing: An Introduction | F45K 34 | 1 | 7 |
| **OR** | | | |
| Editing: An Introduction | H4A6 34* | 1 | 7 |
| Television Research | F45P 35 | 2 | 8 |
| **OR** | | | |
| Content Development and Research | H4A8 35* | 2 | 8 |
| Law and the Communication Industries | DH8K 35 | 1 | 8 |
| Employment Experience 1 | D7HJ 34 | 1 | 7 |
| **OR** | | | |
| Work Placement | HJ4W 34* | 1 | 7 |
| Creative Industries: Television: Graded Unit 1 | F2E2 34* | 1 | 7 |
| Creative Industries: Television: Graded Unit 2 | H49T 35* | 2 | 8 |

### Optional Units

| Unit Title | Code | Credit Value | SCQF level |
|---|---|---|---|
| Location Sound: Single Microphone Recording and Boom Operations | DM14 35 | 2 | 8 |
| Location Sound: Complex Recording and Wireless Microphone Operations | DM13 35 | 2 | 8 |
| Lighting: Single Camera Location | H4A9 35* | 2 | 8 |
| Lighting: Multi-camera | H4AA 35* | 2 | 8 |
| Audio Post Production: for Video | H6M5 35* | 2 | 8 |
| Audio Post Production: Automated Dialogue Replacement and Foley for Video | H6M4 35* | 2 | 8 |
| 2D Digital Imaging and Animation | DE35 35 | 3 | 8 |
| 3D Modelling and Animation | DE2N 35 | 2 | 8 |
| Using a Single Camera in a Television Production Team | H4AB 35* | 2 | 8 |
| Camera: Selection Mounts and Advanced Functions | H4AC 35* | 2 | 8 |

*Refer to History of changes for revision changes.

## Optional Units (cont)

| Unit Title | Code | Credit Value | SCQF level |
|---|---|---|---|
| Television Directing: Factual Programmes | H4JE 35* | 2 | 8 |
| Television Directing: Non Factual Programmes | H4JF 35* | 2 | 8 |
| Television Production Management: Factual Programmes | H4JB 35* | 2 | 8 |
| Television Production Management: Non Factual Programmes | H4JC 35* | 2 | 8 |
| Television Directing Multi-Camera | F45N 35 | 2 | 8 |
| Multi-Camera: Vision Mixing | DM26 35 | 1 | 8 |
| Multi-Camera Production: Support Roles | DM25 34 | 1 | 7 |
| Editing Own Programme | F45L 35 | 2 | 2 |
| Editing to a Directors Brief | H4JD 35* | 2 | 8 |
| Television Scripting: Factual Programmes | F45R 35 | 2 | 8 |
| Television Scripting: Non- Factual Programmes | F45S 35 | 2 | 8 |
| Video Production 2: Making a Video Programme *(added as Optional Unit August 2011)* | D7XR 34 | 1 | 8 |
| Critical Analysis of Texts | D7H9 35 | 1 | 8 |
| Multi-Camera: Camera Techniques | H4AD 34* | 1 | 7 |
| Advanced Bitmap Graphics for Creative Multimedia Design | DE2P 35 | 2 | 8 |
| Advanced Vector Graphics for Creative Multimedia Design | DE2R 35 | 2 | 8 |
| Television Planning and Production | DM2J 34 | 1 | 7 |
| Advanced Studio Techniques | DR2X 35 | 3 | 8 |
| Audio for Multimedia: an Introduction | DJ1Y 33 | 1 | 6 |
| Marketing 1: Industry and Practice | DH4A 34 | 1 | 7 |
| Working in the Creative Industries | DJ3A 34 | 1 | 7 |
| Working in the Creative Industries 2 | DM2L 35 | 1 | 8 |

*Refer to History of changes for revision changes.

**Conditions of Award — HNC Creative Industries: Radio**

**The HNC Creative Industries: Radio consists of 12 credits — 11 mandatory Unit credits and one optional Unit credit.**

**Mandatory Units**

| Unit Title | Code | Credit Value | SCQF level |
|---|---|---|---|
| Creative Project | DM0W 34* | 2 | 7 |
| Radio Presentation | DM1A 34 | 1 | 7 |
| Radio Interviewing | DM18 34 | 1 | 7 |
| Radio: Technical Operations, Recording and Editing | DM1C 34 | 2 | 7 |
| Creative Industries: An Introduction | H4A1 34* | 1 | 7 |
| HNC Creative Industries: Radio Graded Unit 1 | DM2P 34 | 1 | 7 |
| Scripting and Presenting for Radio News | FD5W 34 | 1 | 7 |
| Radio Commercials Production | DM17 34 | 1 | 7 |
| Law and the Communication Industries | DH8K 35 | 1 | 8 |

One optional Unit credit is to be obtained from the following:

**Optional Units**

| Unit Title | Code | Credit Value | SCQF level |
|---|---|---|---|
| Working in the Creative Industries | DJ3A 34 | 1 | 7 |
| Working in the Creative Industries 2 | DM2L 35 | 1 | 8 |
| Employment Experience 1 **OR** | D7HJ 34 | 1 | 7 |
| Employment Experience 2 **OR** | D77H 34 | 1 | 7 |
| Work Placement | HJ4W 34* | 1 | 7 |
| Radio Music Programme Production | DM19 34 | 1 | 7 |
| IT Applications 1 | D75X 34 | 1 | 7 |
| Using Software Application Packages | D85F 34 | 1 | 7 |

*Refer to History of changes for revision changes.

# Graded Unit

The Graded Unit should be undertaken on an individual basis. It involves candidates undertaking the role of producer on a project. Candidates should be encouraged to select an appropriate project that involves them in producing a complex, team-based radio programme, involving the integration and application of a variety of radio broadcasting and team-management skills within a determined timescale. This assessment not only relates to practical activities, but also provides candidates with the opportunity to demonstrate creative, interpersonal and management skills.

**Conditions of Award — HND Creative Industries: Radio**

**The HND Creative Industries: Radio consists of 240 SCQF Credit Points (30 SQA Unit Credits) — 144 Mandatory SCQF Credit Points (18 SQA Unit Credits) and 96 Optional SCQF Credit Points (12 SQA Unit Credits).**

The Design Principles for Higher National Diplomas require a minimum of 64 SCQF credit points at SCQF level 8. The mandatory section as detailed above contains 80 SCQF credit points at SCQF level 8; hence there are no restrictions in the optional section.

## Mandatory Section

18 Unit credits in total; 9 at SCQF level 8

| Unit Title | Code | Credit Value | SCQF level |
|---|---|---|---|
| Creative Project | DM0W 34* | 2 | 7 |
| Radio Presentation | DM1A 34 | 1 | 7 |
| Radio Interviewing | DM18 34 | 1 | 7 |
| Radio: Technical Operations, Recording and Editing | DM1C 34 | 2 | 7 |
| Creative Industries: An Introduction* | H4A1 34 | 1 | 7 |
| Radio Commercials Production | DM17 34 | 1 | 7 |
| Law and the Communication Industry | DH8K 35 | 1 | 8 |
| Creative Industries: Radio: Graded Unit 1 | DM2P 34 | 1 | 7 |
| Radio Station Management | FT5Y 35 | 1 | 8 |
| Radio: Advanced Studio Operations: Studio | FT5W 35 | 1 | 8 |
| Radio: Advanced Editing | J1KX 35* | 2 | 8 |
| Creative Industries: Content Generation | FT6A 35 | 1 | 8 |
| Radio: Law: Ethics and Compliance | FT60 35 | 1 | 8 |
| Creative Industries: Radio: Graded Unit 2 | FF45 35 | 2 | 8 |

## Optional Section

12.0 credits required

| Unit Title | Code | Credit Value | SCQF level |
|---|---|---|---|
| **Optional Scripting and Presenting for Radio News – 1.0 Credits Required** | | | |
| Scripting and Presenting for Radio News | DM27 34 | 1.0 | 7 |
| Scripting and Presenting for Radio News | FD5W 34 | 1.0 | 7 |
| **Optional Units 11.0 Credits Required** | | | |
| Working in the Creative Industries 1 | DJ3A 34 | 1.0 | 7 |
| Working in the Creative Industries 2 | DM2L 35 | 1.0 | 8 |
| Employment Experience 1 | D7HJ 34 | 1.0 | 7 |
| Employment Experience 2 | D77H 34 | 1.0 | 7 |

*Refer to History of changes for revision changes.

**Optional Section (cont)**

| Unit Title | Code | Credit Value | SCQF level |
|---|---|---|---|
| Radio Music Programme Production | DM19 34 | 1.0 | 7 |
| Information Technology: Applications Software 1 | D75X 34 | 1.0 | 7 |
| Using Software Application Packages | D85F 34 | 1.0 | 7 |
| Work Placement | HJ4W 34* | 1.0 | 7 |
| Radio Magazine Production | FT62 35 | 2.0 | 8 |
| Radio: News Programme Production | FT5V 35 | 1.0 | 8 |
| Radio Feature Production | FT69 35 | 1.0 | 8 |
| Podcasting | FT64 35 | 1.0 | 8 |
| Music Scheduling | FT6C 35 | 1.0 | 8 |
| Advanced Radio Presentation | FT67 35 | 1.0 | 8 |
| Radio: Branding and Imaging | FT65 35 | 1.0 | 8 |
| Radio: Sales and Marketing | FT66 34 | 1.0 | 7 |
| Radio: Producing Online Content | J1MJ 35* | 1.0 | 8 |
| Radio: Advanced Technical Operations: Outside Broadcast | FT63 35 | 1.0 | 8 |
| Creative Industries: Enterprise Activity | FT61 34 | 1.0 | 7 |
| Journalism: Online Reporting | F1N8 35 | 2.0 | 8 |
| Journalism: Public Affairs | F1RM 34 | 2.0 | 7 |
| Script Writing for Radio | F1C1 34 | 1.0 | 7 |
| Radio Programmes: Analysing and Producing Radio Programmes | D7M2 34 | 1.0 | 7 |
| Communication: Practical Skills | H7MB 34* | 1.0 | 7 |
| Journalism: Research and Interview Skills | F1RD 34 | 1.0 | 7 |

*Refer to History of Changes for revision changes.

The Graded Unit 2 has been written to the specific aims of the award. The project task, a practical assignment which involves the completion of a complex radio production, allows the candidate to produce evidence that demonstrates she/he has met the aims of the award.

# 5 Approaches to delivery and assessment

## Context and content

The HNC/D awards are designed to be of value to students who hope to access employment or progress into further study. Where candidates are unsure about how they wish to specialise, the wide choice of introductory Units is particularly valuable. As well as broad knowledge and skills, the mandatory sections develop a high level of practical skills, analytical research and practical use of technology. The courses are set within a rapidly changing industry. Candidates need to be aware of the need for multi-skilling and transferable skills.

***The awards encourage a more holistic approach to assessment, with an emphasis on integration of assessment opportunities.***

As conditions vary between centres in terms of availability of resources, staff and student profiles, outline decisions have to be made early on what needs to be assessed, when and how, what knowledge is essential and crucial to test, and what knowledge and skills may be taught, developed and applied without formal assessment.

Opportunities exist for integrating assessment Outcomes within Units, across Units, and in the final Graded Units.

## Transitional Arrangements

Transitional arrangements were available to those candidates who by the end of Session 2004/5 had achieved the 'old' HNC Television Operations and Production (G1AG 15), or who had completed the first year of the 'old' HND Television Operations and Production (G2BA 16) and who wished to transfer into the 2nd year of the new HND Creative Industries:

The transitional arrangements applied for two academic years ie Session 2005/6 and Session 2006/7 and have now expired.

## Transitional Arrangements for HND Creative Industries: Radio

As the proposed HND is a new award there are no specific arrangements for Credit Transfer for candidates who have undertaken previous awards.

Transition arrangements existed for the HNC (for candidates who had undertaken some of the previous HNC award), as detailed above, however these were only agreed for the first two years of delivery of the award and no longer apply.

Centres should consider any possible Accreditation of Prior Learning (APL) or Accreditation of Prior Experiential Learning (APEL) on a case by case basis, ensuring that evidence can be produced to demonstrate how the candidate has met the Evidence Requirements of the specific Unit or Units. Where any doubt exists the centre is advised to seek the opinion of their External Verifier.

## Credit Transfer Arrangements

The following table shows those Units for which credit transfer was available. Credit transfer will only be available during Session 2005/6 for candidates who are already registered on the 'old' awards. From Session 2006/7, candidates should be registered on the revised award(s) and any claim towards Unit(s) in the revised framework(s) should be based on Accreditation of Prior Learning (APL).

| New Unit | | Old Unit | |
|---|---|---|---|
| DM16 34 | Production Assistant Skills: Location | D4PA 04 | Television Origination: Location Practice: Production Assistant |
| H4A2 34 | Creative Content Generation* | D4ND 04 | Television Origination: Programme Origination |
| H4A3 34 | Camera: an Introduction* | D4NF 04 | Television Origination: Camera 1: Operation and Use |
| H4A4 34 | Lighting: an Introduction* | D4NA 04 | Television Origination: Lighting: Principles and Basic Practice |
| H4A5 34 | Sound Recording: an Introduction* | D4NB 04 | Television Origination: Basic Sound |
| DM0X 34 | Editing: an Introduction | D4NX 04 | Television Origination: Non Linear Editing 1: Basic Skills |

**Open Learning**

***The HNC and the HND awards include some Units which may be suitable for Open or Distance Learning. In real terms, the practical nature of work in the media industries involves interaction and working together with a group, and in order to develop such skills attendance at a centre with access to specialised equipment available would be a preferred option for the course. Flexible part time study with open delivery may be a practical option where a candidate is in employment in a media related post.***

**Special Needs**

The awards have been designed to ensure that there are no artificial barriers to learning or assessment. Special needs of individual candidates should be taken into account when planning learning experiences, selecting assessment instruments or considering special alternative Outcomes for Units.

**Core Skills Signposting**

There are opportunities to develop the skills of candidates in the context of a range of Units across the awards as signposted.

# 6    Core Skills

See pages 16 to 28.

# Communication (Higher SCQF level 6)

## Skill component — Written Communication (Reading)

### Read and understand complex written communication

a — Identify and summarise significant information, ideas and supporting detail.
b — Evaluate effectiveness

| Core Units | Knowledge and Skills/Evidence | Developed/Assessed | a | b |
|---|---|---|---|---|
| Creative Industries: An Introduction | Identifying and summarising complex information on legal, health and safety and financial issues, support mechanisms and organisations | Developed | 3 | 3 |
| Creative Project | Outcome 1 — analytical research into Creative issues and industry to underpin the development and presentation of a Creative brief. | Developed | 3 | 3 |
| Lighting/ Sound Production: An Introduction | Understanding of complex underpinning technical written and graphic information and instructions | Developed | 3 | |
| Law and the Communication Industries | Outcomes 1/2 — identifying and analysing relevant policies and legislation impacting on copyright and reporting in the Media Industries | | 3 | 3 |
| Graded Unit 1 | Research, analysis and detailed evaluation of complex information relating to practical assignment. There are two optional Units in Research Skills | | | |

## Written Communication (Writing)

### Produce well-structured Written Communication on complex topics

a — Present essential ideas/information in a logical and effective order
b — Use a structure which takes account of purpose/links points for clarity and impact
c — Use conventions which are effective adapted for audience
d — Use accurate spelling, punctuation, sentence structures
e — Vary sentence structure, paragraphing, vocabulary to suit purpose and target audience.

| Unit | Knowledge/Skills/Evidence | Developed/assessed | a | b | c | d | e |
|------|---------------------------|--------------------|---|---|---|---|---|
| Graded Unit | Structured technically accurate formal reports which present essential analytical approaches to Action planning, Developing and Evaluation of the Practical Assignment. | Developed | 3 | 3 | 3 | 3 | 3 |
| Employment Experience 1 | Presentation of information for employment applications. Portfolio production and presentation. | Developed | 3 | 3 | 3 | 3 | 3 |
| Scripting and Presenting for Radio News | Outcome 2 — preparation of current news script designed to meet specific purpose and audience requirements. | Developed | 3 | 3 | 3 | 3 | 3 |
| The award centres on the development of technical skills, with a focus on product and task based evidence; written communication will generally focus on short technical briefs and specifications. However, in addition to the longer formal reports for the Graded Unit, a number of optional Units including Research Skills and Scriptwriting will provide opportunities for in depth skills development in complex writing, | | | | | | | |

**Oral Communication**

**Produce and respond to oral Communication on a complex topic**

a — Use vocabulary and a range of spoken language structures consistently and effectively with appropriate formality
b — Convey all essential ideas/information/opinions accurately and coherently with appropriate varied emphasis
c — Structure to take full account of purpose and audience
d — Take account of situation and audience during delivery
e — Respond to others taking account of their contribution

| Unit | Knowledge/Skills/Evidence | Developed/Assessed | a | b | c | d | e |
|------|---------------------------|--------------------|---|---|---|---|---|
| Creative Project | Outcome1/2 — research, set up and undertake project to client brief, listening and negotiating. Option of oral reporting of Outcomes. | Developed | 3 | 3 | 3 | 3 | 3 |
| Radio Interviewing | Outcome 2 — research, set up and undertake live location interviewing, listening and progressing communication. | Developed | 3 | 3 | 3 | 3 | 3 |
| Scripting and Presenting for Radio News | Outcomes 2 and 3 — script to audience requirements and broadcast effectively a news bulletin on current issues. | Developed | 3 | 3 | 3 | 3 | 3 |
| Radio Commercials Production | Outcome 2 — meeting and liaising with live client to negotiate a brief for a radio commercial involves complex oral communication including sophisticated listening skills. | Developed | 3 | 3 | 3 | 3 | 3 |

| Unit | Knowledge/Skills/Evidence | Developed/Assessed | a | b | c | d | e |
|------|---------------------------|--------------------|---|---|---|---|---|
| Graded Unit | Team production of a complex production, from analysing and planning through developing to evaluation of effectiveness will involve complex and co-operative communication strategies and applications | Developed | 3 | 3 | 3 | 3 | 3 |

Oral interpersonal skills which progress and enhance co-operative working will be an essential part of the task based pre-production, undertaking and refining technical activities across the award.

Teaching and Learning for all Units will also involve group discussion and oral interaction with a wide range of others, and will include personal review interviews with assessors on an on-going basis.

## Using Information Technology (Higher SCQF level 6)

### Use an IT system independently to process a range of information

a — Use a range of IT equipment attending to security and other users
b — Resolve one simple hardware or software problem
c — Use software in an unfamiliar context requiring analysis, design integration of data and decision on output format
d — Carry out searches to extract and present relevant information from electronic sources

| Unit | Knowledge/Skills/Evidence | Developed/Assessed | a | b | c | d |
|---|---|---|---|---|---|---|
| Sound Production: An Introduction | All Outcomes require operation of equipment, editing using digital software or equivalent, selection and editing of data to present end product to industry standard. | Developed | 3 | 3 | 3 | |
| Editing: An Introduction | Outcome 1/2 — editing ability to set up, select from source and produce, auto conformed EDL to brief. Skills in managing hardware, software including effective storage and retrieval of data. Records and technical reports. | Developed | 3 | 3 | 3 | |
| Radio: Technical Operations | All Outcomes require operation of equipment, editing using digital audio software, selection and editing of multi-track productions using digital audio software, editing and storage of data files | Developed | 3 | 3 | 3 | 3 |
| Radio Interviewing | Outcome 1 — research of current issues. Outcomes 2/4 — understanding and application of appropriate technology in selection, recording and technical edit of vox pops and studio telephone calls. | Developed | 3 | 3 | 3 | 3 |

| Unit | Knowledge/Skills/Evidence | Developed/Assessed | a | b | c | d |
|------|---------------------------|--------------------|---|---|---|---|
| Graded Unit | The Practical Assignment, a production in a team environment, involves each individual in a range of technical roles which require analysis of technical specifications and data, operation of equipment, and editing to a design brief using up to date industry systems and equipment. | | | | | |

**All Units**

All candidates will require a high level of technological awareness, dexterity and ability to remain in touch with current technology developments which affect the industry. Additionally candidates will have access to electronic sources for research into current issues and opportunities in thee Creative industries, and technology facilities to support the efficient storage and presentation of records, logs and notes.

## Numeracy (Intermediate 2 SCQF level 5)

**Skill component Using Number**
a — Apply a wide range of numerical skills

**Skill component Using graphical information**
b — Interpret and communicate graphical information in everyday and generalised contexts

| Unit | Knowledge/Skills/Evidence | Developed/Assessed | a | b |
|------|---------------------------|--------------------|---|---|
| Editing: An Introduction | All Outcomes — theoretical underpinning knowledge/ understanding application of numerical concepts and symbols, diagrams and similar data required for editing and production | Developed | 3 | 3 |
| Lighting: An Introduction | Outcome 2 /3 — understanding of physical properties and characteristics of light, inverse square law and colour temperature. Use of appropriate techniques to demonstrate application of knowledge | Developed | 3 | 3 |
| Creative Project | Outcome 2 — calculation of resource requirements, cost parameters and cost projections for project management | Developed | 3 | |
| Radio: Technical Operations, Recording and Editing | All Outcomes — Theoretical underpinning knowledge/analysis and application of numerical concepts required for editing and production | Developed | | |
| Radio Interviewing | Outcome 1 — measurement of sound waves including calculation on the effects of physical and atmospheric influences. Outcome 3 — analysis of acoustic properties of enclosed spaces | Developed | | |
| Working in the Creative Industries | Analysis and communication of mathematical data to support audio technology applications | Developed | | |

## Problem Solving (Higher SCQF level 6)

## Skill components

### Critical Thinking
♦   Analyse a complex situation or issue

### Planning and Organising
♦   Plan organise and complete a complex task

### Reviewing and Evaluating
♦   Review and evaluate a complex problem solving activity

| Unit | Knowledge/ Skills/ Evidence | Developed/assessed | CT | PO | RE |
|------|------------------------------|---------------------|----|----|----|
| Creative Project | Outcomes 1–3 — analytical approach to resourcing and planning, undertaking and presenting a creative project | Developed | 3 | 3 | |
| Sound Recording: An Introduction | Outcomes 1–3 — analysing client brief, undertaking complex practical activities to produce master recording, evaluation of effectiveness. | Developed | 3 | 3 | 3 |
| Editing: An Introduction | Outcomes 3/4 — analyse process requirements to select, record and edit. Evaluate own performance. | Developed | 3 | 3 | 3 |
| Working in the Creative Industries | Theoretical knowledge and identification of networking issues and opportunities and support requirements and organisations | Developed | | | |
| Radio Commercials Production | Outcomes 2/3 — analysis of a client brief, the undertaking of activities to produce commercials to fulfil a required brief and to a professional standard. | Developed | | | |

| Unit | Knowledge/ Skills/ Evidence | Developed/assessed | CT | PO | RE |
|------|-----------------------------|--------------------|----|----|----|
| **Radio Graded Unit 1** The process of taking responsibility for production of a team based programme developing practical activities with a portfolio of supporting documentation across the course will involve all skill components analysing and planning, evaluating strategies for maximising resources, organising and completing and monitoring and evaluating on an on-going basis. **Television Graded Unit 1** The process of contributing to a complex practical activity will involve all skill components to a high level, analysing and planning, evaluating strategies for maximising resources, organising and completing a complex task, and monitoring and evaluating process and end product. | | | | | |

## Working with Others (Higher SCQF level 6)

**Work with Others in a group to analyse, plan and complete an activity**

a — Analyse the activity and identify component tasks and roles
b — Agree allocation of activities taking account of group strengths and weaknesses
c — Support co-operative working
d — Evaluate and draw conclusions about own contribution, justifying with evidence

| Unit | Knowledge/Skills/Evidence | Developed/Assessed | a | b | c | d |
|------|---------------------------|--------------------|---|---|---|---|
| Introduction to the Creative Industries | Theoretical knowledge and identification of networking issues and opportunities and support requirements and organisations. | Developed | 3 | | | |
| Camera: An Introduction | All Outcomes — demonstration of team working skills in practical activity, shooting footage as part of a production evaluated against industry practice and standards | Developed | 3 | 3 | 3 | |
| Creative Project | Outcomes involve a high degree of organised planning analytical resources allocation and effective communication and co-operative working with a wide range of others | Developed | 3 | 3 | 3 | |
| Employment Experience 1 | Work placement offers the real experience of working with a range of others in the media industries. | Developed | 3 | 3 | 3 | 3 |
| Radio Interviewing | Preparation for activity and ability to progress interview interaction with others by skilled questioning, listening and communicating. Modification of approaches to others built on personal evaluation of effectiveness. | Developed | | | | |

| Unit | Knowledge/Skills/Evidence | Developed/Assessed | a | b | c | d |
|------|---------------------------|--------------------|---|---|---|---|
| Radio Graded Unit 1 | Knowledge and identification of networking issues and opportunities, support requirements and co-operative working with others. Evaluation of all stages of activities | Developed | | | | |

**All Units**

The understanding and application of the concepts and techniques of effective and practical working with others is critical to the practical nature of the award. The TV Graded Unit assignment will encourage an analytical and evaluative approach to working with a range of other people. Team production of a practical assignment from analysing and planning through developing to evaluation of effectiveness will involve complex communication with a number of people.

# HND Creative Industries: Radio Core Skills Signposting

In the table below details of where individual Core Skills components could be developed (marked by an X) or embedded and certificated (marked by a C and level)

| Unit \ Core Skill | Communication (Written) | Communication (Oral) | Num: Using Graphical Info | Num: Using Number | Using IT | Problem Solving – CT | Problem Solving – P&O | Problem Solving – R&E | Working with Others |
|---|---|---|---|---|---|---|---|---|---|
| Creative Content Generation* H4A2 34 | X | X | | X | X | X | X | X | X |
| Creative Industries: Radio: Graded Unit 1 DM2P 34 | | | | | | C5 | C5 | C5 | |
| Radio Presentation DM1A 34 | X | X | | X | X | | | | |
| Radio Interviewing DM18 34 | X | X | | | | X | X | X | X |
| Radio: Technical Operations, Recording and Editing DM1C 34 | | | X | X | X | X | X | X | X |
| Creative Industries: An Introduction* H4A1 34 | X | X | | | X | X | X | X | |
| Scripting and Presenting for Radio News FD5W 34 | X | X | | X | | X | X | X | |
| Radio Commercials Production DM17 34 | X | X | | | | X | X | X | X |
| Law and the Communication Industries DH8K 35 | X | X | | | | | | | |
| Radio Station Management | X | X | | | | X | X | X | |
| Radio: Advanced Technical Operations: Studio | | | X | X | X | X | X | X | |
| Radio: Advanced Editing | X | X | | X | X | X | X | X | |
| Creative Industries: Content Generation | X | X | | | | X | X | X | X |
| Radio: Law: Ethics and Compliance | X | X | | | | X | X | X | |
| Creative Industries: Radio: Graded Unit 2 | X | X | | | X | X | X | X | X |
| Working in the Creative Industries DJ3A 34 | X | X | | | | | | | X |
| Working in the Creative Industries 2 DM2L 35 | X | X | | | | | | | X |
| Employment Experience 1 D7HJ 34 | | | | | | | | | C5 |
| Employment Experience 2 D77H 34 | | | | | | | | | C6 |
| Radio Music Programme Production DM19 34 | X | X | | X | X | | | | |
| Work Experience DV0M 34 | | | | | | C6 | C6 | C6 | |
| Radio Magazine Production | X | X | | X | X | X | X | X | X |
| Radio: News Programme Production | X | X | | X | X | X | X | X | X |
| Radio Feature Production | X | X | | | | X | X | X | X |
| Podcasting | X | X | | | X | X | X | X | |
| Music Scheduling | X | X | | | X | | | | |
| Advanced Radio Presentation | X | X | | | | X | X | X | X |
| Radio: Branding and Imaging | X | X | | | X | X | X | X | X |
| Radio: Sales and Marketing | X | X | | | | X | X | X | X |
| Radio: Producing Online Content | X | X | | | X | X | X | X | X |
| Radio: Advanced Technical Operations: Outside Broadcast | X | X | | | X | | | | X |

| Core Skill<br><br>Unit | Communication (Written) | Communication (Oral) | Num: Using Graphical Info | Num: Using Number | Using IT | Problem Solving – CT | Problem Solving – P&O | Problem Solving – R&E | Working with Others |
|---|---|---|---|---|---|---|---|---|---|
| Creative Industries: Creative Enterprise Activity | X | X | | | | X | X | X | X |
| Journalism: Online Reporting F1N8 35 | X | X | | | X | X | X | X | X |
| Information Technology: Applications Software 1 D75X 34 | | | | | C6 | | | | |
| Using Software Application Packages D85F 34 | | | | | C5 | | | | |
| Journalism: Public Affairs F1RM 34 | X | X | | | | | | | |
| Script Writing for Radio F1C1 34 | X | X | | | | X | X | X | |
| Radio Programmes: Analysing and Producing Radio D7M2 34 | X | X | | | | X | X | X | X |
| Communication: Practical Skills D77G 34 | C6 | C6 | | | | | | | |
| Journalism: Research and Interview Skills F1RD 34 | X | X | | | | | | | X |