![SQA Scottish Qualifications Authority logo]

SQA Advanced Unit Specification

General information for centres

Unit title: Portfolio Production

Unit code: HT41 47

Unit purpose: This Unit is designed to enable candidates to produce a body of art and/or design work that will support an interview for progression to an institute or organisation of their choice. The portfolio produced should reflect the candidate's choice of progression. The candidate should be able to competently assemble and present a portfolio of their own work that reflects the candidate's interests and strengths and is in a format appropriate to their chosen route of progression.

On completion of the Unit candidates should be able to:

1   Select a range of art and/or design work for inclusion in a portfolio.
2   Sequence, edit and present selected artwork and/or design work.
3   Present a completed portfolio of art/design work.

Credit points and level: 1 SQA 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 National 1 to Doctorates.

Recommended prior knowledge and skills: Candidates should have a competence in a wide range of art and design processes. These may include SQA Advanced Units in a range of art and design and related subjects. Work produced for inclusion in the portfolio should have been recently produced either wholly or in part by the completion of other SQA Advanced Units.

Core Skills: There are opportunities to develop the Core Skills of Problem Solving, Communication and Information Technology at SCQF level 6 in this Unit, although there is no automatic certification of Core Skills or Core Skills components.

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.

Assessment: The Unit could be assessed by a single instrument, which would require candidates to produce a portfolio of work and participate in a controlled Interview situation.

SQA Advanced Unit specification: statement of standards

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The sections of the Unit stating the Outcomes, knowledge and/or skills, and Evidence Requirements are mandatory.

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. Candidates 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

Select a range of art and/or design work for inclusion in a portfolio

Knowledge and/or skills

♦ Visual language development
♦ Applied media techniques
♦ Awareness of industry practice, stylistic conventions

Evidence Requirements

Candidates will need to provide evidence to demonstrate their knowledge and/or skills by showing that they can:

♦ demonstrate awareness of contemporary sector practice in the selection of work which shows a range of creative media processes and techniques developed within the programme of study
♦ select a range of art and design work for inclusion in a portfolio for an identified purpose

Assessment guidelines

The assessment of this Outcome can be combined with Outcomes 2 and 3 as part of a single instrument of assessment for the Unit, details of which are given under Outcome 3 below.

Outcome 2

Sequence, edit and present selected artwork and/or design work

Knowledge and/or skills

♦ Range and themes
♦ Working process
♦ Presentation formats
♦ Presentation techniques

Evidence Requirements

Candidates will need to provide evidence to demonstrate their knowledge and/or skills by showing that they can:

♦ sequence a selection of art and/or design work that demonstrates a range of themes
♦ select a range of art and/or design work suitable for inclusion in a portfolio and present it in a format suitable for its intended purpose
♦ present examples of art and/or design work that meets the specific requirements of the chosen progression route

Assessment guidelines

The assessment of this Outcome can be combined with Outcomes 1 and 3 as part of a single instrument of assessment for the Unit, details of which are given under Outcome 3 below.

Outcome 3

Present a completed portfolio of art/design work

Knowledge and/or skills

♦ Interview techniques
♦ Personal presentation techniques
♦ Communication of ideas

Evidence Requirements

Candidates will be required to present a portfolio of work that reflects their interests, experience and level of commitment to art and/or design which is appropriate for its intended purpose. The portfolio should be presented within an interview of approximately 10–15 minutes' duration. Candidates will be asked to select a minimum of three pieces of work from their portfolio, and will respond to questions based on selected aspects of this chosen work.

Assessment guidelines

Candidates will be required to produce a portfolio of art and/or design work that reflects their abilities to best advantage. This should include a range of subjects that have been part of their overall course highlighting the individual candidate's enthusiasm, creativity, intellectual and practical skills.

The selection of work should be appropriate for their chosen progression route, clearly identifying the candidate's visual awareness, interests and their commitment to art and/or design.

Candidates will be expected to present a range of artwork that meets its required purpose eg presentation, style, range, content, etc determined by the interview constraints. The folio may be presented in a paper-based or alternative format. This should enable the interviewer to trace the development of primary studies through to a finished work.

All work should be presented in a suitable manner with consideration of correct proportion, measurement, suitability of colour/subject and layout with reference to guidelines from institutions or employers. Candidates' work should be clearly identified, meeting any specific requirements of their chosen route of progression.

The presentation of this portfolio should take place under controlled interview conditions. In addition to discussing the candidate's work, Tutors should discuss the candidate's personal influences, career aspirations and personal skills and qualities.

Administrative Information

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Unit title: Portfolio Production

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FURTHER INFORMATION: Call SQA's Customer Contact Centre on 44 (0) 141 500 5030 or 0345 279 1000. Alternatively, complete our Centre Feedback Form.

SQA Advanced Unit specification: support notes

Unit title: Portfolio Production

This part of the Unit specification is offered as guidance. The support notes 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 can be delivered as an integral part of any art and design course.

This Unit is designed to enable candidates to produce a body of art and/or design work, which will support an interview to an institute or organisation of their choice.

The format of the portfolio should reflect the requirements of their specific progression route and be presented in any suitable format.

All selected work should highlight the candidate's strengths, demonstrating their individual creative abilities.

The amount, scale and presentation of art and/or design work will be determined by the intended purpose of the interview.

Guidance on the delivery and assessment of this Unit

Candidates should be encouraged to review and discuss their selected work within the constraints of the intended purpose. Candidates should initially select the work based on their controlled use and application of visual elements, media handling and techniques. This process could be facilitated through group discussion with reference to contemporary practice. Final selection of work by the candidate should be determined by their consideration of the receiving institution or employer requirements. Candidates should be encouraged to formatively explore a range of presentation styles, interview conventions, formats appropriate to the chosen discipline(s) prior to summative presentation of their folio at interview. Interviews may be one to one or group or panel based and carried out under controlled conditions. Candidate may be recorded in video format at both formative and summative stages allowing for the review of the effectiveness of their interview technique and presentation. Assessment checklist for candidate achievement should be tailored to meet HEI or employer needs.

For candidates applying to Higher Education institutes consideration of interview questions may be used to supplement UCAS personal statements.

Opportunities for developing Core Skills

Candidates will be required as they undertake the Unit to analyse and seek solutions to a range of theoretical and practical issues involved in the production of portfolio. Work in which they are encouraged to identify and consider the variables in a range of situations, including all available resources, and to analyse the significance of each before sequencing, selecting and editing design work will be valuable.

The application of knowledge in the design and production and presentation of work will provide opportunities to develop problem solving and technology skills to a sophisticated level. Evaluation which examines all stages of the creative design process should be ongoing. Skills in developing an effective search strategy for accessing and evaluating paper-based and electronic sources of current complex information on professional considerations, issues and ideas should be developed. The production of drafts for research and presentations will support the development of skills in effective evaluation and collating of relevant research materials, and up to date software packages could support all aspects of design and production.

Although communication skills are not formally assessed candidates will be expected to analyse, produce and present written or oral work professionally, and to express essential ideas and information accurately and coherently. They should be encouraged to consider the most appropriate approach for presenting their work and to ensure that materials have been selected and presented for impact and effectiveness. If Outcome 3 is an oral presentation, candidates should:

♦ collate, organise and structure information effectively
♦ signpost key points
♦ select and produce support materials for impact
♦ be supported where appropriate by non-verbal communication techniques
♦ include a facility to respond to questions in a way that progresses communication

Open learning

Elements of this Unit could be undertaken through open learning. To ensure the reliability and authenticity of evidence, candidates may be required to produce examples of assessment evidence whilst working under tutor supervision. For further information and advice please refer to the SQA document *Assessment and Quality Assurance for Open and Distance Learning* which is available on SQA's website: www.sqa.org.uk.

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.

General information for candidates

Unit title: Portfolio Production

This Unit is designed to allow you to collate and present a portfolio of artwork within a practice interview situation. This may be tailored to applications for Higher Education or to employment. You will be involved in a review of your work where you will be asked to consider your relevant strengths and your ability to reflect your creativity and personality within the production of art and design work. After initial selection of work, you will be introduced to a range of presentation formats and styles appropriate to a range of subject disciplines. The final selection of artwork will be presented and collated in a manner to suit the purposes of the intended interview.

In addition to selection and presentation of artwork you will have the opportunity to review interview conventions and presentation styles prior to completing a formal interview under controlled conditions. You will be asked to consider personal skills and attributes valuable to an employer which may be helpful in assisting your progression to future study. The format of the final interview will be determined by career aspirations and the identified progression purpose. This will allow you to confidently discuss elements of your work within a group setting, responding to questions set by either an interviewer or panel members.

Selection of art and/or design work will largely comprise work from Units within your programme of study, although this may be supplemented by work produced outwith formal class time.

Evidence Requirements for this Unit will include:

1   Select a range of art and/or design work for inclusion in a portfolio.
2   Sequence, edit and present selected artwork and/or design work.
3   Present a completed portfolio of art/design work.