Unit title	Contribute to office-based pre-production
SQA Unit code	H6P3 04
SCQF level	7
SCQF credit points	6
SSC Ref	CDM9

History of changes to Unit

Publication date: February 2014

Version: 01

Version	Description of change	Date

Title:	Contribute to office-based pre-production

Learning outcomes		Assessment criteria	
The learner will be able to:		*The learner can:*	
1	Be able to undertake administrative arrangements for pre-production activities	1.1	Identify equipment and facilities required for the production
		1.2	Maintain accurate and legible records of orders for necessary equipment and facilities, including confirmation of receipt
		1.3	Identify factors which may affect the time-tabling of activities, explaining the importance of meeting deadlines
		1.4	Develop contingency plans to cope with factors which may cause delays
		1.5	Prepare relevant production documentation
2	Be able to liaise with relevant parties	2.1	Liaise with suppliers to order necessary equipment and facilities
		2.2	Liaise as required concerning personnel and resource requirements
		2.3	Provide support to senior personnel with responsibility for the planning and scheduling of production activities
		2.4	Distribute schedules and scripts to relevant parties
		2.5	Distribute all required production documentation to relevant parties
3	Be able to liaise with the relevant authorities	3.1	Implement arrangements for medicals as required
		3.2	Implement arrangements for insurance as required
		3.3	Prepare music copyright clearances
		3.4	Explain special requirements for foreign filming and carnets
		3.5	Explain arrangements for UK work permits for cast and technicians, implementing these as required

Additional information about the Unit
Unit purpose and aim(s)
This unit assesses the ability to coordinate pre-production activities within the production office. Learners will be able to understand priorities and know how to deal with contingencies. They will be able to make various arrangements, communicate with relevant personnel and suppliers, and liaise with the appropriate authorities.
Details of the relationship between the Unit and relevant national occupational standards (if appropriate)
This Unit is based on the NOS (SKSP7) developed by Creative Skillset.
Details of the relationship between the Unit and other standards or curricula (if appropriate)
N/A
Assessment requirements specified by a sector or regulatory body (if appropriate)
N/A

Assessment (evidence) Requirements
Evidence for this Unit should be generated in the workplace or a real work environment under normal commercial operating conditions. Simulation is only acceptable under certain circumstances, please refer to section 4.1 of Creative Skillset's 'Principles of Assessment for use with SVQs and competency-based qualifications in the SCQF'

Guidance on Instruments of Assessment
This Unit is designed to assess the skills and knowledge of candidates in the workplace. **Acceptable types of evidence** The following sources of evidence can be used in the assessment of the competency based learning outcomes: - Direct observation of learners carrying out the relevant task;   - Portfolios (hard-copy and digital);   - Inspection and evaluation of products produced (this includes electronic evidence where appropriate);   - Questioning of learners to support performance;   - Simulation where agreed (see section 4.1 of Creative Skillset's 'Principles of Assessment);   - Expert Witness where specific expertise is required;   - Supplementary evidence (i.e. Witness Testimony);   - Recorded Internal competency assessments carried out as part of a structured in-company approach (i.e. ISO9000). Assessors should carry out only confirmatory observation.   For knowledge based learning outcomes the following sources of evidence can be used: - Oral or written exams/test;   - Portfolios (hard-copy and digital);   - Presentations;   - Simulation on where agreed (see section 4.1 of Creative Skillset's 'Principles of Assessment);   - Assignments;   - Projects;   - Case studies.   - Professional Discussion   Please note: This is not an exhaustive list, all of the assessment methods associated with effective delivery and assessment of qualifications that attest to occupational competency may be used. SQA's Guide to Assessment is designed to provide support for everyone who assesses for SQA qualifications. It looks at the principles of assessment, and brings together information on assessment in general as well as on best practice in assessment. The Guide to Assessment can be downloaded free from SQA's website: **http://www.sqa.org.uk/files_ccc/GuideToAssessment.pdf**