



Unit title	Record audio on location and in the studio
SQA Unit code	H6P7 04
SCQF level	6
SCQF credit points	5
SSC Ref	CDM13

History of changes to Unit

Publication date: February 2014

Version: 01

Version	Description of change	Date

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Title:	Record audio on location and in the studio	
Learning outcomes <i>The learner will be able to:</i>	Assessment criteria <i>The learner can:</i>	
1 Understand key issues relating to recording audio	1.1	Explain key factors for consideration in recording audio from different sources
	1.2	Explain the implications of recording material to be edited or recorded for 'as live' transmission
	1.3	Describe the key characteristics and limitations of relevant equipment
	1.4	Explain the difference between automatic and manual level control, identifying the implications in different situations
2 Be able to record audio from a variety of sources	2.1	Test equipment to ensure it is working correctly
	2.2	Select appropriate microphones for given conditions, allowing for the particular characteristics of individual microphones when recording
	2.3	Ensure that the audio volume is appropriate by checking recording levels and monitor inputs
	2.4	Record audio on to the appropriate medium and format, taking account of the amount of original recorded material likely to be used in the final product
	2.5	Ensure there is sufficient and suitable audio material to make the editing process as straightforward as possible, taking account of any issues arising during recording
	2.6	Complete the recording within specified timescales
	2.7	Ensure that own actions do not present a safety hazard to others

<p>3 Be able to resolve problems related to recording audio</p>	<p>3.1 Identify the acoustic characteristics of the studio or location to be used</p> <p>3.2 Check a location for its suitability for recording, making provision to minimise any noise</p> <p>3.3 Rectify any sound defects, system failures or mechanical breakdowns seeking appropriate assistance as required</p>
<p>4 Be able to name, label and store audio recordings</p>	<p>4.1 Name audio materials, labelling accurately according to appropriate protocols</p> <p>4.2 Store audio materials securely according to appropriate protocols</p>

Additional information about the Unit
Unit purpose and aim(s)
<p>This unit assesses the ability to record audio on location and in the studio. Learners will test and check equipment and recording audio from a variety of sources. They will be able to monitor and identify problems with the recording and formulating solutions in relation to any technical problems or changing specifications. This requires a basic understanding of acoustics in order to recognise and record broadcast quality sound.</p>
Details of the relationship between the Unit and relevant national occupational standards (if appropriate)
<p>This Unit is based on the NOS (SKSRC14) developed by Creative Skillset.</p>
Details of the relationship between the Unit and other standards or curricula (if appropriate)
<p>N/A</p>
Assessment requirements specified by a sector or regulatory body (if appropriate)
<p>N/A</p>

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