

Higher National Unit Specification

General information for centres

Unit title: Video Production 2: Making a Video Programme

Unit code: D7XR 35

Unit purpose: This Unit is about making a short video programme and developing some of the key organisational, technical, and creative skills common to video production.

On completion of the Unit the candidate should be able to:

1. Execute pre-production tasks
2. Organise and direct the recording of a short video programme
3. Perform a technical role as a production team member
4. Edit a short video programme

Credit value: 2 HN Credits at SCQF level 8: (16 SCQF credit points at level 8)

SCQF (the Scottish Credit and Qualifications Framework) brings Scottish qualifications into a single framework of 12 levels ranging from SQA Access 1 to doctorates. The SCQF includes degrees; HNC/Ds; SQA National Qualifications; and SVQs. Each SQA Unit is allocated a number of SCQF credit points at a specific level. 1 SCQF point = 10 hours of learning. HN candidates are normally expected to input a further number of hours, matched to the credit value of the Unit, of non-contact time or candidate-led effort to consolidate and reinforce learning.

Recommended prior knowledge and skills: It would be useful for the candidate to have successfully completed HN Unit D7M3 34 *Video Production 1: Planning and Production*, or a similar introductory Unit or to have gained suitable work experience.

Core skills: There may be opportunities to gather evidence towards core skills 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: This Unit should be based upon a practical project which allows the candidate to accumulate evidence within the context of the video production process. There is potential for integration with other Units such as HN Unit D7XT 35 *Journalism Skills 2: Research, Reporting*

and Subbing and HN Unit D7XN 35 Audio Visual Presentation 2: Creating Audio and Audio Visual Programmes.

Higher National Unit specification: statement of standards

Unit title: Video Production 2: Making a Video Programme

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

Execute pre-production tasks

Knowledge and/or skills

- Programme research
- Treatment writing
- Scriptwriting
- Location reconnaissance
- Shot lists

Evidence requirements

The candidate will need evidence to demonstrate his/her knowledge and/or skills by showing that he/she can:

- gather research notes concerning the content and style of their programme idea
- write a clear, well-structured and detailed treatment that expresses content, style and theme
- write a script that develops the scope and structure of the treatment
- reconnoitre locations and analyse the appropriateness of locations
- write shot lists that break down scenes and communicate visually through the use of standard terminology, eg close-up, medium shot.

It is recommended that the candidate should aim to produce all or part of a video sequence of at least eight minutes duration. Following the reconnaissance, the candidate must write a brief recce report that analyses the appropriateness of possible locations. All the written items should be retained as evidence.

Higher National Unit specification: statement of standards (cont)

Unit title: Video Production 2: Making a Video Programme

Assessment guidelines

The candidate may choose to produce an item for inclusion on a larger project, but the treatment and script must offer a complete written development of the item. The candidate may choose to work on a studio-based production, but there must be some evidence of location work. The pre-production paperwork generated for Outcome 1 directly links to the scheduling and meeting in Outcome 2. The script for this Outcome could be used as evidence for Outcome 3 in HN Unit D7LR 34 *Writing for the Media*.

Outcome 2

Organise and direct the recording of a short video programme

Knowledge and/or skills

- Scheduling for video production
- Production meetings
- Directing a small crew

Evidence requirements

The candidate will need evidence to demonstrate his/her knowledge and/or skills by showing that he/she can:

- draw up a schedule that makes an economical use of time and resources
- organise a production meeting to discuss the schedule, allocate roles and responsibilities for crew members, and clarify the aims and potential difficulties of the project
- direct the recording of scenes contained in the script.

Evidence of effective directing should be demonstrated by the recorded video material, which must provide properly composed, focused and colour balanced images and clean, clear sound. An observation checklist should be used to assess effective communication and organisation during the production meeting, and an assessment checklist to assess the quality of the video material should be used during the viewing of the rushes.

Assessment guidelines

It is recommended that the candidate's progress is monitored as closely as possible during production. The first day's recording should be reviewed with the candidate, advice offered and re-recording recommended where appropriate. The pre-production tasks in Outcome 1 should lead directly to the drawing up of the shooting schedule and provide papers for the production meeting. There may be opportunities for integration with HN Unit D7XJ 35 *Meeting Skills*.

Higher National Unit specification: statement of standards (cont)

Unit title: Video Production 2: Making a Video Programme

Outcome 3

The assessment checklist should be sufficiently comprehensive to cover the skills demonstrated by the candidate for Outcome 3.

Perform a technical role as a production team member

Knowledge and/or skills

- Health and safety regulations
- Technical operations
- Communication and organisation

Evidence requirements

The candidate needs evidence to demonstrate his/her knowledge and/or skills by showing that he/she can:

- operate technical equipment in accordance with recommended instructions and health and safety guidelines
- operate technical equipment with sufficient competence to record properly composed, focused, colour balanced images and/or clean, clear, sound that will be of editable quality
- perform in accordance with the shooting schedule
- communicate effectively with other members of the crew.

The candidate must take responsibility for at least one piece of equipment and its associated accessories. The candidate must perform at least one technical role. A detailed observation checklist and product evidence should be used to demonstrate that the candidate has worked effectively with others and used equipment appropriately in order to gather material for inclusion in the finished sequence.

Assessment guidelines

The observation checklist used in Outcome 2 to assess the quality of the recorded material should be sufficiently comprehensive to cover the skills demonstrated by the candidate for this Outcome.

The range of technical roles may be expanded if the candidate has access to a studio; assessment should focus on the candidate's ability to take on any given role in an effective manner.

Higher National Unit specification: statement of standards (cont)

Unit title: Video Production 2: Making a Video Programme

Outcome 4

Edit a short video programme

Knowledge and/or skills

- Review and logging of video material
- Edit log
- Picture and sound editing

Evidence requirements

The candidate will need evidence to demonstrate his/her knowledge and/or skills by showing that he/she can:

- log material and judge the quality and suitability of material for inclusion in the edit
- write a script that makes the most effective use of material in relation to the treatment and the script
- edit picture and sound in accordance with the edit script in order to produce a complete video sequence of at least 8 minutes duration that demonstrates a minimum technical standard of continuity, variation of shots, and balanced sound levels.

Assessment guidelines

Editing may be carried out using linear or non-linear equipment. This Outcome should be sufficiently integrated so that it is the logical conclusion to the production process, drawing upon the pre-production and recording done for the previous Outcomes. Assessment should focus on the quality of the finished edit.

Administrative Information

Unit code: D7XR 35

Unit title: Video Production 2: Making a Video Programme

Superclass category: KF

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Higher National Unit specification: support notes

Unit title: Video Production 2: Making a Video Programme

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 80 hours.

Guidance on the content and context for this Unit

HN Unit D7XR 35 *Video Production 2: Making a Video Programme* is a practical, project based Unit and assessment should take place at appropriate stages of the production process as the candidate moves from proposal to script to recording and finally to editing. It is recommended that the candidate is encouraged to put together a showreel tape and/or a portfolio based upon work done for this Unit. The candidate should be encouraged to think about key aspects of specific production roles in order to begin the process of specialisation

The purpose of this Unit is to develop and add to the skills and knowledge established in HN Unit D7M3 34 *Video Production 1: Planning and Production*. The Unit is entirely practical and places the candidate within a production process that should simulate industry conditions as closely as is appropriate and possible. It is important to note here that it is uncommon for any professional programme to be so thoroughly determined by one person, and this should be communicated to the candidate. Within the context of learning, however, it is beneficial for the candidate to take control of his own production project in accordance with the Unit's guidelines, and for the candidate to be allowed to develop a range of organisational, technical and creative skills.

Guidance on the delivery and assessment of this Unit

For Outcome 1, treatments must be detailed and complex and convey the programme idea in a readable and engaging manner. The candidate may be encouraged to include photographs and graphics in the written treatment; this work may be related to other Units involving desktop publishing.

The candidate should be encouraged to think about the script in terms of the specific requirements of film and television production, eg the common use of a structure based upon the introduction, sharpening and resolution of conflict, and the importance of writing scenes rather than stories. It may be useful at this stage to offer examples of films and television programmes and analyse the ways in which action and information are presented.

The writing of shot lists may be used to stimulate discussion about the creative aspects of directing. The candidate should be encouraged to think carefully about the transformation of a script (with its emphasis on structure and theme) into a shot list that conveys a clear sense of the visual grammar of the scene. Examples of competent and engaging visual thinking may be drawn from television programmes and films in order to demonstrate, for example, the importance of continuity, variation of framing, and the effectiveness of montage.

Higher National Unit specification: support notes (cont)

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The candidate should be encouraged to develop a sense of ownership over his/her project, and should be invited to defend organisational and creative decisions throughout the production process. Outcome 2 should provide the opportunity for the candidate to begin to pull together and organise resources. During this period the candidate should continue to think critically about the script and to learn to listen and use the ideas of others. The recording stage should be supervised as closely as possible, there should certainly be opportunities for the candidate to present rushes and discuss their strengths and weaknesses at key stages.

In Outcome 3 the candidate must take responsibility for at least one piece of equipment and its associated accessories. Equipment must be picked up according to instructions in the schedule and returned punctually in a tidy state. The equipment on return should be in a fully operational state, but where a technical problem has arisen, a full report must be made.

Outcomes 3 and 4 require the candidate to acquire at least two technical skills relating firstly to recording and secondly to editing. The candidate should be given demonstrations of camera and sound operations and basic editing equipment (the operations of other items of equipment may be demonstrated according to the demands of the project and the availability of resources.) The candidate should be aware of the importance of time codes. The candidate must be given sufficient tuition so that he/she is confident in his/her technical role and he/she is able to reproduce his/her technical skill consistently.

Open learning

HN Unit D7XR 35 *Video Production 2: Making a Video Programme* is based upon co-ordinated group activity, includes detailed technical instruction concerning items of equipment and requires some observational assessment; therefore it is not recommended as an appropriate Unit for Open Learning.

For further information and advice, please see *Assessment and Quality Assurance for Open and Distance Learning* (SQA, February 2001 – publication code A1036).

Special needs

This Unit specification is intended 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. For information on these, please refer to the SQA document *Guidance on Special Assessment and Certification Arrangements for Candidates with Special Needs and Candidates for whom English is an Additional Language* (SQA, 2000).

General information for candidates

Unit title: Video Production 2: Making a Video Programme

HN Unit D7XR 35 *Video Production 2: Making a Video Programme* allows you to make your own programme on videotape. You will be responsible for all major organisational and creative decisions as you go through the process of writing and directing a programme. You will begin by working on programme ideas before selecting one which will be developed into a script and prepared for filming.

You will direct the programme, which will enable you to develop your organisational and creative skills as you must communicate your ideas to other members of the production team. Upon completion of the recording you will have the opportunity to edit your own programme during which you may add music, graphics and credits.

In addition to making your own programme, you will be required to work as a technical member of the team on at least one other production. This will enable you to develop your technical skills in areas such as camera operation and sound recording.

At the end of the Unit you will have made your own programme and worked on at least one other production. These programmes may be put on one showreel tape and used as evidence of your ability when you apply for jobs, work experience or courses.

You will be assessed throughout the production process in relation to the standard of paperwork you produce, your performance as a member of a production team, and the programme that you complete.

On completion of the Unit you should be able to:

1. Execute pre-production tasks
2. Organise and direct the recording of a short video programme
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4. Edit a short video programme