

## Higher National Unit Specification

### General information for centres

**Unit title:** Professional Development for Actors

**Unit code:** DG49 34

#### **Unit purpose:**

This Unit is designed to enable candidates to understand and develop the knowledge and skills required for operating effectively as a professional actor. It prepares them for working as an actor giving them the underpinning knowledge of professional bodies, areas for employment, representation and legal requirements.

It is primarily intended for candidates who expect to work as an actor.

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

1. Explain taxation requirements and highlight the principal functions of professional bodies and representation
2. Describe a variety of possible areas for employment, as a professional actor.

**Credit value:** 0.5 HN Credit at SCQF level 7: (4 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 Access 1 to Doctorates.*

**Recommended prior knowledge and skills:** Access will be at the discretion of the centre and the following recommendations are for guidance only.

Where a candidate has achieved the course entry criteria for HNC/D Acting and Performance, they will have shown sufficient knowledge and skills for access to this unit. For this unit, although it is not necessary for candidates to have had previous experience as a working actor, sufficient knowledge of the industry would be beneficial in the understanding of employment related organizations.

**Core skills:** There may be opportunities to gather evidence towards core skills in this Unit, although there is no automatic certification.

## **General information for centres (cont)**

**Context for delivery:** This unit is included in the mandatory section of HNC/D Acting and Performance. 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 assessed through two instruments of assessment:

Outcome 1: A restricted response question paper.

Outcome 2: A report.

Candidates must achieve all the minimum evidence specified for both the outcomes in order to pass the Unit.

## **Higher National Unit specification: statement of standards**

**Unit title:** Professional Development for actors.

**Unit code:** DG49 34

### **Outcome 1**

Explain taxation requirements and highlight the principal functions of professional bodies and representation

#### **Knowledge and/or skills**

- ◆ Taxation requirements
- ◆ Equity
- ◆ Agents
- ◆ Spotlight
- ◆ Contacts
- ◆ Self-management/seeking work

#### **Evidence requirements**

Candidates will need evidence to demonstrate a level of understanding which would allow them to enter the profession with confidence by showing that they can:

- ◆ Explain taxation requirements including record keeping and self-assessment.
- ◆ Explain the role of equity, why it was established, membership requirements and other services provided by the union.
- ◆ Explain the role of an agent, the process of finding an agent and demonstrate an understanding of commission procedures.
- ◆ Describe the workings of a co-operative agency.
- ◆ Describe the functions of “Spotlight”, its contents and its purpose.
- ◆ Describe the function of “Contacts” and its purpose.
- ◆ Identify methods of seeking work.

#### **Assessment guidelines**

The restricted response questions should be constructed in a way that allows the candidate to demonstrate a basic understanding of all areas stated in the knowledge/skills section of this Outcome. This will be an open book assessment with candidates answering 20 short answer questions. In order to achieve a successful pass the candidate must answer all questions correctly.

## **Higher National Unit specification: statement of standards (cont)**

**Unit title:** Professional Development for Actors.

### **Outcome 2**

Describe a variety of possible areas for employment, as an actor

#### **Knowledge and/or skills**

An understanding of:

- ◆ Expected working hours
- ◆ Expected rate of pay/fee
- ◆ Different types of contracts
- ◆ Expected working conditions
- ◆ Expectations of the employee/employer.

#### **Evidence requirements**

Candidates will need evidence to demonstrate a level of understanding which would allow them to enter the profession with confidence by researching four of the following areas of employment as an actor:

- ◆ Working in theatre
- ◆ Working in a touring production
- ◆ Working in Radio
- ◆ Working in Television/Film
- ◆ Working for an entertainments company
- ◆ Working for a corporate role play company
- ◆ Working on a cruise ship
- ◆ Working as a holiday rep

#### **Assessment guidelines**

The candidate must select four areas of employment and submit a detailed report demonstrating a basic level of understanding for all areas stated in the knowledge/skills section of this Outcome. The report may be undertaken in the candidate's own time and should be approximately 1000 words in length.

## **Administrative Information**

<b>Unit code:</b>	DG49 34
<b>Unit title:</b>	Professional Development for Actors
<b>Superclass category:</b>	LC
<b>Date of publication:</b>	1 July 2004
<b>Version:</b>	01
<b>Source:</b>	SQA

© Scottish Qualifications Authority 2004

This publication may be reproduced in whole or in part for educational purposes provided that no profit is derived from reproduction and that, if reproduced in part, the source is acknowledged.

Additional copies of this Unit specification can be purchased from the Scottish Qualifications Authority. The cost for each Unit specification is £2.50. (A handling charge of £1.95 will apply to all orders for priced items.)

## **Higher National Unit specification: support notes**

### **Unit title:** Professional Development for Actors

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 20 hours.

### **Guidance on the content and context for this Unit**

The Unit is primarily intended to prepare the candidates to enter the industry as a professional actor, giving them the essential underpinning knowledge and/or skills.

In Outcome 1 the candidates are required to learn about tax, professional bodies and agents in relation to working as a professional actor. Candidates should be made aware of self-assessment and the implications of not operating effectively as a freelance worker. Candidates should also become familiar with the role of Equity. Candidates should learn about the role of an agent and be made aware of their own market. Candidates are required to learn about the function of both “Spotlight” and “Contacts”, with attention paid to the importance of the image that CVs and photographs can project. They should also gain underpinning knowledge of self-management and appropriate methods of seeking employment, including research of current organizations with which the candidate may wish to seek employment.

In Outcome 2 the candidates are required to learn about the role and expectations of an actor working within the industry in a variety of contexts. The candidates should become aware of expected working conditions, rate of pay/fee, different types of contracts including repeat fees, buy outs, royalties, per deums, subsistence and retainers. They should also be made aware of what is expected of them in terms of conduct, commitment and hours of work within the different disciplines.

### **Guidance on the delivery and assessment of this Unit**

This Unit is likely to form part of a group award, which is primarily designed to provide candidates with professional knowledge and skills related to working as an actor. It would be expected, however, that those who successfully completed the award would progress into the industry as a professional actor. In these circumstances, the Unit is likely to be delivered towards the end of the award by which time the candidates should have a good appreciation of the main types of workplace environments with which they will be involved. This should allow the Unit to be delivered in a way that enables candidates to appreciate its relevance to the occupational area concerned.

Wherever possible, links and case studies used for examples should be drawn from real situations, which candidates will understand.

## **Higher National Unit specification: support notes (cont)**

**Unit title:** Professional Development for Actors

Assessment will be by means of two instruments of assessment, which will be undertaken periodically throughout the Unit. Both Outcomes should be in the form of a restricted response question paper.

### **Open learning**

This Unit could be delivered by distance learning. However, it would require planning by the centre to ensure the sufficiency and authenticity of candidate's evidence. It could also be offered on a part-time basis.

### **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 Arrangements* (SQA, 2001).

## General information for candidates

### Unit title: Professional Development for Actors

This Unit is designed to prepare you for entering the industry as a professional actor by giving you the essential underpinning knowledge and/or skills. It is primarily intended to introduce you to professional bodies related to your profession, agents, taxation, legal requirements and the various disciplines within the industry, of which you may seek employment. If you have experience of working as an actor or have been involved with related professional bodies, you should be able to make use of it during your study of this Unit.

The Unit has two main areas, both of which are the subject of a separate Outcome. To begin with, you will look at the business side, learning about:

- ◆ Legal taxation requirements, record keeping and self-assessment
- ◆ The role of equity and its membership requirements
- ◆ Types of agents and their role
- ◆ The main purpose of ‘Spotlight’
- ◆ The main purpose of ‘Contacts’

You will then consider specific areas of employment and the expectations of each discipline, including:

- ◆ Working in theatre
- ◆ Working in a touring production
- ◆ Working in Radio
- ◆ Working in Television/Film
- ◆ Working for an entertainments company, e.g. role-play, corporate work, cruise ships, reviews, cabaret, murder mysteries, holiday reps, etc.

Overall, you will be expected to use the knowledge and skills from this Unit to enable you to operate successfully as a professional actor within the industry. This may help you seek, gain and sustain work without being taken advantage of, while maintaining adequate taxation records and remaining financially viable.

In order to complete this Unit successfully, you will be required to achieve a satisfactory level of performance in both pieces of the assessed work, both of which are in the form of a restricted response question paper.