

Higher National Unit Specification

General information for centres

Unit title: Sound Production: Management Skills and Legal Issues

Unit code: DR1J 35

Unit purpose: This Unit is primarily designed to raise awareness of management and legal issues associated with working in the audio and sound production industries. It is intended to expand the candidate's knowledge of management and law and its application within industry and will develop knowledge gained in the HN Unit: Working in the Creative Industries (DJ3A 34). It will help prepare candidates who intend taking up administrative or managerial roles within the industry and will provide an in-depth understanding of management skills and the functions of contracts and intellectual property as applied within the industry.

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

- 1 Evaluate management skills.
- 2 Evaluate legal issues relating to the sound production industries.

Credit points and level: 1 HN Credit at SCQF level 8: (8 SCQF credit points at SCQF level 8*).

**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 to this Unit will be at the discretion of the centre. However, it is recommended that candidates should have completed the HN Unit: Working in the Creative Industries (DJ3A 34). Candidates should have good communication skills. These may be demonstrated by the possession of core skill Communication at Higher level or Higher English and Communication or a suitable NQ Communication Unit (SCQF level 6).

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: There will be separate assessments for each of the two Outcomes:

General information for centres (cont)

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Outcome 1

A response to a research brief, leading to a project report conducted as a single assessment produced under open-book conditions in candidates' own time.

Outcome 2

Written answers to a series of restricted response questions. The assessment event should be held under open-book controlled conditions.

Higher National 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

Evaluate management skills

Knowledge and/or skills

- ◆ Planning
- ◆ Problem solving and decision-making
- ◆ Time management and record keeping
- ◆ Financial information
- ◆ SWOT analysis

Evidence Requirements

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

- ◆ evaluate methods of planning both for the short and long term
- ◆ evaluate problem solving and decision-making strategies
- ◆ evaluate time management systems (GANTT chart etc) and assess methods of record keeping
- ◆ interpret and assess financial information
- ◆ apply SWOT analysis to a given situation
- ◆ evaluate the effect on a business of using or not using the items in the above knowledge and/or skills list
- ◆ explain how managers develop proficiency in the knowledge and/or skills items and outline the relationship between these and effective management

Evidence should be generated in response to a research brief, presented as a project report.

The assessment of this Outcome should be designed to meet all the knowledge and/or skills items.

Assessment guidelines

Each candidate must generate evidence individually but may do so in unsupervised conditions, in their own time or at a time determined by them. It is anticipated that evidence will be produced over a period of 6–8 weeks near the end of the period of study.

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Should there be ambiguity regarding a candidate's response, oral questioning may be used to eliminate any doubt as to the candidate's understanding. The lecturer should note questions and responses.

Outcome 2

Evaluate legal issues relating to the sound production industries

Knowledge and/or skills

- ◆ Contractual requirements
- ◆ Intellectual property and copyright
- ◆ Legislation and regulatory bodies

Evidence Requirements

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

- ◆ evaluate and explain contractual requirements
- ◆ evaluate and discuss the application of intellectual property law when creating sound recordings
- ◆ evaluate and discuss relevant legislation and the regulatory bodies relating to the sound production industry

Evidence will be generated by written answers to a series of restricted response questions covering the knowledge and/or skills above. The assessment event should be held under open-book controlled conditions.

Assessment guidelines

Should there be ambiguity regarding a candidate's response, oral questioning may be used to eliminate any doubt as to the candidate's understanding. The lecturer should note questions and responses.

Administrative Information

Unit code: DR1J 35

Unit title: Sound Production: Management Skills and Legal Issues

Superclass category: AF

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History of changes:

Version	Description of change	Date
02	Removal of Word Count and Presentation Length.	02/06/11

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Higher National Unit specification: support notes

Unit title: Sound Production: Management Skills and Legal Issues

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 is primarily designed to raise awareness of management and legal issues associated with working in the audio and sound industries. It is intended to expand the candidate's knowledge of management and law and its application within industry. It will help prepare those candidates who intend taking up administrative or managerial roles within the industry and will provide an in-depth understanding of management skills and the function of contracts and intellectual property as applied within the industry.

Outcome 1 looks at particular management skills and candidates should be encouraged to think about situations in which these skills are likely to be effective and what the possible consequences of using (or not using) suitable skills may be. They should also look at how managers develop expertise in these skills and the relationship between the skills and effective management.

Outcome 2 should be approached by using relevant case studies related to events, which require to be acted upon or explained in terms of legal solutions or relevant case law. Wherever possible, centres should adopt a pro-active approach towards the teaching of this Outcome by using reported cases. Likewise, candidates should also be encouraged to use published articles and cases as discussion topics in the classroom environment. This Outcome requires candidates to investigate contracts as they relate to the sound production industries, for example production agreements and the various agreements between say, a broadcaster or a record company and a studio. They will also be required to assess the importance of adhering to intellectual property and copyright law as well as the effects of its infringement.

Guidance on the delivery and assessment of this Unit

This has been developed as a mandatory Unit in the HND Sound Production Group Award. It requires candidates to evaluate general management skills as well as legal issues associated with working in the audio and sound industries. All aspects of the Unit should, therefore, be approached in a theoretical manner. However, the emphasis should be on the application of these skills to the work of managers. Candidates are likely to benefit from practising the skills outlined in Outcome 1 as this should enhance their understanding both of what the skill involves and of when and where it is likely to increase the effectiveness of managers.

A possible delivery pattern, therefore, is to begin by introducing candidates to this aspect of the Unit and then provide opportunities for them to apply it to actual managerial situations. Video resources are a particularly suitable way to do this and there are many commercially available products containing scenes to illustrate parts of this Unit. Television programmes may also be a source of examples and there are numerous internet sites from which information can be obtained.

Higher National Unit specification: support notes

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Applying the knowledge and/or skills items to industrial situations can be supplemented with practical exercises such as role-plays or simulations. Management games, both paper and computer based, are a good source of suitable scenarios. Centres could also create a bank of suitable case study material, developed over time to ensure that delivery of the Unit is kept up-to-date with current business practices.

Outcome 1 will be assessed by a response to a research brief — this should be presented in the form of a project report.

Outcome 2 candidates will generate evidence by providing written answers to a series of restricted response questions demonstrating their understanding of law and legislation as it applies to the sound production and audio industries. The assessment event should last for approximately three hours and will be held under open-book controlled conditions.

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 evidence. Arrangements would have to be made to ensure that the assessment for Outcome 2 was delivered in a supervised environment under controlled conditions.

For further information and advice please refer to *Assessment and Quality Assurance for Open and Distance Learning* (SQA, — publication code A1030).

Candidates with additional support needs

This Unit specification is intended to ensure that there are no artificial barriers to learning or assessment. The additional support needs of individual candidates should be taken into account when planning learning experiences, selecting assessment instruments or considering alternative Outcomes for Units. For information on these, please refer to the SQA document *Guidance on Assessment Arrangements for Candidates with Disabilities and/or Additional Support Needs*, which is available on the SQA website www.sqa.org.uk.

General information for candidates

Unit title: Sound Production: Management Skills and Legal Issues

This Unit is primarily designed to raise your awareness of management and legal issues associated with working in the audio and sound industries.

There are two Outcomes in this Unit:

- 1 Evaluate management skills
- 2 Evaluate legal issues relating to the sound production industries

Outcome 1 will introduce you to skills that will enhance your own working capabilities. They include time management like smarter working techniques that can help managers accomplish more but in less time. Other key skills for managers are problem solving and decision-making and you will gain an understanding of why managers need to be able to carry out these technical functions and how they impact on the role of the manager.

Outcome 2 is approached using relevant case studies related to events, which require to be acted upon or explained in terms of legal solutions or relevant case law. You should also be encouraged to use published articles and cases as discussion topics in class. Legal issues to be considered and evaluated are contractual requirements, intellectual property and copyright and the legislation and regulatory bodies governing the sound production industries.

Assessments for this Unit are as follows:

Outcome 1 — you will be required to respond to a research brief by producing a project report.

Outcome 2 will be assessed by you providing written answers to a series of restricted response questions demonstrating your understanding of law and legislation as it applies to the sound production and audio industries. The assessment event should be held under open-book controlled conditions.