



Higher National Graded Unit specification

General information for centres

This Graded Unit has been validated as part of the HNC/HND Community Arts. Centres are required to develop the assessment instrument in accordance with this validated specification. Centres wishing to use another type of Graded Unit or assessment instrument are required to submit proposals detailing the justification for change for validation.

Graded Unit title: Community Arts: Graded Unit 2

Graded Unit code: F6CV 35

Type of Graded Unit: Project

Assessment Instrument: Practical Assignment

Credit points and level: 2 HN credits at SCQF level 8: (16 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.*

Purpose: This Graded Unit is designed to provide evidence that the candidate has achieved the following principal aims of the HND Community Arts.

- ◆ To prepare candidates for employment in the Community Arts at assistant managerial level by extending opportunities for active engagement in the community and by further developing and integrating awareness of relevant legislation and safe working practices
- ◆ To integrate candidates' knowledge and skills in the expressive arts, which will include drama, music, movement and visual arts
- ◆ To integrate an understanding of the interdisciplinary connections between the various subject areas
- ◆ To progress and integrate skills in event management and further promote working with others
- ◆ To further integrate knowledge for accessing funds for the arts
- ◆ To progress and integrate practical communications skills and extend reflective practice and evaluation
- ◆ To further progress and integrate Core Skills
- ◆ To prepare candidates for progression to related degrees at higher education institutions
- ◆ To enable candidates to empower others to achieve and enhance communities through workshop involvement

General information for centres (cont)

Recommended prior knowledge and skills: It is recommended that the candidate should have completed or be in the process of completing the following Units relating to the above specific aims prior to undertaking this Graded Unit:

F5LL 35 *Community Arts: Music Workshop*
F5LK 35 *Community Arts: Drama Workshop*
F1MV 35 *Community Arts: Visual Arts Workshop*
A757 35 *Managing an arts event*
DV0M 34 *Work Experience*

Core Skills: There are opportunities to develop the Core Skills of *Working with Others* at SCQF level 6, *Communication* at SCQF level 6, *Numeracy* at SCQF level 6 and *Information Technology* at SCQF level 6 in this Graded Unit, although there is no automatic certification of Core Skills or Core Skills components.

Assessment: This Graded Unit will be assessed by the use of a practical assignment. The developed practical assignment should provide the candidate with the opportunity to produce evidence that demonstrates she/he has met the aims of the Graded Unit that it covers.

Administrative Information

Graded Unit code: F6CV 35
Graded Unit title: Community Arts: Graded Unit 2
Original date of publication: August 2009
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History of changes:

Version	Description of change	Date

Source: SQA

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Higher National Graded Unit specification: instructions for designing the assessment task and assessing candidates

Graded Unit title: Community Arts: Graded Unit 2

Conditions of assessment

The candidate should be given a date for completion of the project. However, the instructions for the assessment task should be distributed to allow the candidate sufficient time to assimilate the details and carry out the assessment task. During the time between the distribution of the assessment task instructions and the completion date, assessors may answer questions; provide clarification, guidance and reasonable assistance. The assessment task should be marked as soon as possible after the completion date. The final grading given should reflect the quality of the candidate's evidence at the time of the completion date.

The evidence for the project is generated over time and involves three distinct stages, where each stage has to be achieved before the next is undertaken. Thus any re-assessment of stages must be undertaken before proceeding to the next stage.

If a candidate fails the project overall or wishes to upgrade, then this must be done using a *substantially different* project, ie all stages are undertaken using a new project, assignment, case study, etc. In this case, a candidate's grade will be based on the achievement in the re-assessment, if this results in a higher grade.

Instructions for designing the assessment task

The assessment task is a project. The project undertaken by the candidate must be a complex task which involves:

- ◆ variables which are complex or unfamiliar
- ◆ relationships which need to be clarified
- ◆ a context which may be familiar or unfamiliar to the candidate

The assessment task must require the candidate to:

- ◆ analyse the task and decide on a course of action for undertaking the project
- ◆ plan and organise work and carry it through to completion
- ◆ reflect on what has been done and draw conclusions for the future
- ◆ produce evidence of meeting the aims which this Graded Unit has been designed to cover

The Practical Assignment is a community arts workshop or workshop events which allows the candidate to meet the minimum Evidence Requirements. The way it is planned should provide opportunities for the candidate to conduct individual research and development within a brief of their own devising, which asks them to plan and deliver a Community Arts Workshop or Workshop Event for a Community Group which the candidate has identified as having a need or desire for the event. The theme for the event should be a contemporary or local issue to enable engagement with the community group. The candidate must be able to meet with the Community Group on a regular basis, but at least a minimum of six meetings. The candidate's brief must be designed by them to integrate multi expressive arts workshops and events which allow the candidates to complete the three stages of the project.

Higher National Graded Unit specification: instructions for designing the assessment task and assessing candidates (cont)

Stage 1: Planning

The candidate should be required to select a community group or groups consisting of a minimum of 12 individuals or a minimum of two community projects and should negotiate and plan a major workshop or a series of workshop events involving multi expressive arts to be delivered to the community group or groups.

Stage 2: Developing

Using the action plan the candidate should then manage, organise and deliver the multi expressive arts workshops or series of workshop events which meets the devised candidate`s brief. This should allow the candidate to integrate knowledge and skills in community engagement, project management, managing resources, financial control, risk assessment, safe working practices and gaining client feedback.

Stage 3: Evaluating

The candidate should critically reflect and evaluate the success of the workshop or workshop events and how it met the requirements of their devised brief.

At all three stages, the requirements of the devised brief should allow the candidate to show integrated knowledge and skills in communication, problem solving, group working, technical competency, safe working practices, project management, organisational competency and community engagement and empowerment.

Higher National Graded Unit specification: instructions for designing the assessment task and assessing candidates (cont)

Guidance on grading candidates

Candidates who meet the minimum Evidence Requirements will have their achievement graded as C — competent, or A — highly competent or B somewhere between A and C. The grade related criteria to be used to judge candidate performance for this Graded Unit is specified in the following table.

Grade A	Grade C
<p>Is a seamless, coherent piece of work which:</p> <ul style="list-style-type: none"> ◆ Has a body of evidence for the three phases of the project, that is produced to a high standard, is quite clearly inter-related and more than sufficient in quantity ◆ Contains a brief which includes integration of two or more of the expressive arts ◆ Demonstrates a justified interpretation of the brief which shows a high level of creativity ◆ Is highly focused and relevant to the tasks associated to the project ◆ Has cohesive and comprehensively developed proposals and concepts ◆ Shows engagement with the Community Group throughout the project which is consistent and highly focused on the communities needs ◆ Demonstrates high level of competence in the safe handling of relevant materials, tools and equipment ◆ Demonstrates high level of competence in risk assessment ◆ Demonstrates a high level of technical skills in the use and application of materials, processes and techniques ◆ Displays high levels of evaluative skills ◆ Displays high levels of analytical skills 	<p>Is a co-ordinated piece of work which:</p> <ul style="list-style-type: none"> ◆ Has sufficient evidence for the three phases of the project ◆ Contains a brief which includes integration of at least two of the expressive arts ◆ Demonstrates an acceptable interpretation of the brief ◆ Is relevant to the tasks associated with the brief ◆ Displays satisfactory structured proposals and concepts ◆ Shows engagement with the community Group throughout the project which is intermittent although focused on the communities needs ◆ Demonstrates satisfactory competence in the safe handling of relevant materials, tools and equipment ◆ Demonstrates satisfactory competence in risk assessment ◆ Demonstrates satisfactory technical skills in the use and application of materials, processes and techniques ◆ Displays a satisfactory level of evaluative skills ◆ Displays high levels of analytical skills

Higher National Graded Unit specification: instructions for designing the assessment task and assessing candidates (cont)

Grade A	Grade C
<ul style="list-style-type: none"> ◆ Uses evaluative language which is accurate, comprehensive and appropriate ◆ Demonstrates high levels of professional presentation skills ◆ Displays high levels of understanding and application of relevant current legislation ◆ Requires little or no tutor intervention 	<ul style="list-style-type: none"> ◆ Uses evaluative language which is adequate in terms of accuracy and technical content ◆ Demonstrates satisfactory levels of professional presentation skills ◆ Displays satisfactory levels of understanding and application of relevant current legislation ◆ Requires tutor intervention to keep the project on track

The project will be marked out of 100. Assessors will mark each stage of the project, taking into account the criteria outlined. The marks will then be aggregated to arrive at an overall mark for the project. Assessors will then assign an overall grade to the candidate for this Graded Unit based on the following grade boundaries.

A = 70% — 100%

B = 60% — 69%

C = 50% — 59%

Note: the candidate must achieve all of the minimum evidence specified below for each stage of the project in order to achieve the Graded Unit.

Higher National Graded Unit specification: instructions for designing the assessment task and assessing candidates (cont)

Evidence Requirements

The project consists of three stages: planning; developing; and evaluating. The following table specifies the minimum evidence required to pass each stage.

Note: The candidate must achieve **all of the minimum evidence** specified below for each stage of the project in order to pass the Graded Unit.

Project stage	Minimum Evidence Requirements
Stage 1 — Planning 25 %	<p>Candidates must produce a project action plan which includes the following:</p> <ul style="list-style-type: none"> ◆ A devised project brief ◆ Interpretation of the devised brief ◆ A minimum of six meetings with the Community Group on a regular basis ◆ Records of engagement and negotiation with community(s) ◆ Information gathered in response to the brief ◆ Solutions to the brief ◆ Identifies community involvement ◆ Identifies multi expressive arts ◆ Identifies of materials and resources required ◆ Identifies any costs or budgetary requirements ◆ Identifies any risks involved and solutions to manage them ◆ A timeline for the proposed project ◆ Is produced in a comprehensive, clear and concise format <p><i>The candidate must achieve all of the minimum evidence specified above in order to pass the Planning stage.</i></p>
Stage 2 — Developing 40 %	<p>Candidates must manage, organise and deliver a community arts major workshop or series of workshop events and provide evidence of:</p> <ul style="list-style-type: none"> ◆ Meeting significant deadlines in the projected timeline ◆ Adjustments or amendments to project brief and reasons for this ◆ Alternative solutions and additional information gathered ◆ Management of resources ◆ Integrate knowledge and skills in community engagement, project management ◆ Financial planning and control ◆ Risk assessment and safe working practices ◆ Delivery of multi arts workshop or events ◆ Feedback gathered from the clients <p><i>The candidate must achieve all of the minimum evidence specified above in order to pass the Developing stage.</i></p>

Higher National Graded Unit specification: instructions for designing the assessment task and assessing candidates (cont)

Project stage	Minimum Evidence Requirements
Stage 3 — Evaluating 35 %	<p>The candidate must produce an evaluation report which includes:</p> <ul style="list-style-type: none"> ◆ Outline of the development of the community arts workshop or workshop events ◆ Assess the effectiveness of community engagement and involvement ◆ Identify knowledge and skills which have been integrated or further developed ◆ Description of how the requirements of the brief have been met or justification of why they have not been met ◆ Assess the strengths and weaknesses of the processes undertaken in the project and of the workshop or workshop events ◆ Analysis and evaluation of client satisfaction data and make recommendations for improvement ◆ Identify strategies for further development or improvement and their implementation ◆ Make recommendations for future projects which engage with the community using suitable terminology to clearly justify decisions <p><i>The candidate must achieve all of the minimum evidence specified above in order to pass the Evaluating stage.</i></p>

Support notes

The Graded Unit is designed to harness the skills, knowledge and competencies that the candidate has gained during the majority of the course and in particular, to reflect the skills and knowledge achieved during the mandatory Units. In designing the instrument of assessment for this Graded Unit, a holistic and integrated approach is required. The instrument of assessment or candidate brief used should reflect the national standard of achievement required at SCQF level 8 as well as demonstrating achievement of the aims of the Group Award. The instrument of assessment or candidate brief should be designed to cover the three mandatory stages of the project as well as covering the principal aims of the HND Community Arts Group Award. The three stages are:

- ◆ Planning
- ◆ Developing
- ◆ Evaluating

An approximate breakdown of the time and marks allocated to each stage are as follows:

Planning 25% = 25 marks
 Developing 40% = 40 marks
 Evaluating 35% = 35 marks

Candidates should undertake the Graded Unit as an individual project.

Higher National Graded Unit specification: instructions for designing the assessment task and assessing candidates (cont)

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If a candidate fails the project overall or wishes to upgrade, then this must be done using a *substantially different* project, ie all stages are undertaken using a new project, assignment, case study, etc. In this case, a candidate's grade will be based on the achievement in the re-assessment, if this results in a higher grade.

The practical assignment and the way it is planned should allow opportunities for the candidate to conduct individual research and development within a brief. The candidates should devise their own brief supported by tutor mentoring.

The recommended approach to the project is one that requires candidates to integrate skills in order to produce an expressive multi arts solution to the devised project brief. The candidate should be asked to research, investigate, analyse, negotiate, plan, manage, organise, develop and consider diverse solutions by using the expressive arts, methods, processes and techniques to produce a completed solution for a community related multi arts workshop project.

Disabled candidates and/or those with additional support needs

The additional support needs of individual candidates should be taken into account when planning learning experiences, selecting assessment instruments, or considering whether any reasonable adjustments may be required. Further advice can be found on our website www.sqa.org.uk/assessmentarrangements

General information for candidates

This Graded Unit will integrate and further develop the skills, knowledge, understanding, community engagement, techniques and processes, which you have developed during the majority of the level 7 HNC Community Arts Group Award, or the first year of the HND Community Arts Group Award. This Graded Unit will show your understanding of and competence in, integrating the knowledge and skills you have gained in the mandatory Units in the Community Arts Group Award.

The Graded Unit will give you an opportunity to plan, develop and evaluate a project that reflects your abilities in community arts and show to your best advantage, the knowledge and skills you have gained during the course.

The project will be internally assessed by your tutor and be subject to external verification by SQA. You will be graded A, B, C, fail/remediate for this Graded Unit and your tutor will explain this to you in more detail during the Graded Unit overview.

For this Graded Unit you will work individually to a project brief that requires you to produce a community arts expressive activity or product and **plan, develop and evaluate** your project.

You will be required to produce a project action plan which must allow you to design, manage, organise and deliver a community arts major workshop or series of workshop events. Following the delivery of the workshop or events you will be required to provide an Evaluation report showing any changes or alteration which could have been made to improve the delivery.

You will be given clear and precise advice and instruction in how to present your plan. You must pass each stage before you can move on to the following stage.

You will be given clear and precise advice and instruction on how to present evidence for the Graded Unit.

There are opportunities to develop the Core Skills of *Working with Others* at SCQF level 6, *Communication* at SCQF level 6, *Numeracy* at SCQF level 6 and *Information Technology* at SCQF level 6 in this Graded Unit, although there is no automatic certification of Core Skills or Core Skills components.