



Higher National Unit specification

General information

Unit title: Television Directing: Non-Factual Programmes

Unit code: H4JF 35

Superclass: KF

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Unit purpose

The purpose of this Unit is to provide learners with the knowledge and/or skills necessary to direct non-factual programmes for television and evaluate their performance as a director.

Outcomes

On successful completion of the Unit the learner will be able to:

- 1 Undertake pre-production tasks to develop a creative idea in the role of director.
- 2 Undertake production tasks within the process of directing a non-factual production.
- 3 Undertake and supervise post-production tasks.
- 4 Evaluate own performance as director within the context of a given brief.

Credit points and level

2 Higher National Unit credits at SCQF level 8: (16 SCQF credit points at SCQF level 8)

Recommended entry to the Unit

Access to this Unit is at the discretion of the centre. However, it is recommended that learners have some prior knowledge and/or skills in programme direction. This may be evidenced by possession of HN Unit *Creative Content Generation*.

Higher National Unit specification: General information (cont)

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Core Skills

Opportunities to develop aspects of Core Skills are highlighted in the Support Notes for this Unit specification.

There is no automatic certification of Core Skills or Core Skill components in this Unit.

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.

Equality and inclusion

This Unit specification has been designed to ensure that there are no unnecessary barriers to learning or assessment. The individual needs of learners should be taken into account when planning learning experiences, selecting assessment methods or considering alternative evidence.

Further advice can be found on our website www.sqa.org.uk/assessmentarrangements

Higher National Unit specification: Statement of standards

Unit title: Television Directing: Non-Factual Programmes

Acceptable performance in this Unit will be the satisfactory achievement of the standards set out in this part of the Unit specification. All sections of the statement of standards are mandatory and cannot be altered without reference to SQA.

Outcome 1

Undertake pre-production tasks to develop a creative idea in the role of director.

Knowledge and/or Skills

- ◆ Interpreting a brief
- ◆ Synopses and treatments
- ◆ Shooting scripts
- ◆ Developing visual ideas for the production
- ◆ Creating shot lists
- ◆ Breaking down casting requirements
- ◆ Identifying the technical and design requirements of a production within the constraints of a given budget
- ◆ Identification and selection of key contributors (crew and cast) within the constraints of budget and availability
- ◆ Location scouting

Outcome 2

Undertake production tasks within the process of directing a non-factual production.

Knowledge and/or Skills

- ◆ Maintaining and updating documentation
- ◆ Scene blocking to determine the most appropriate positions for actors and camera
- ◆ Rehearsing with actors and crew
- ◆ Effective communication of creative ideas to technical crew
- ◆ Effective communication of creative ideas to contributors
- ◆ Management of the crew on the shoot
- ◆ Shooting sufficient footage to cover a scene
- ◆ Effective time management
- ◆ Effective evaluation of production rushes

Higher National Unit specification: Statement of standards

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Outcome 3

Undertake and supervise post-production tasks.

Knowledge and/or Skills

- ◆ Amending a script following production
- ◆ Creation of an edit decision list/batch capture list
- ◆ Music and sound effect requirements for the production
- ◆ The role of music and sound effects
- ◆ Overseeing the edit process and approving a final cut

Outcome 4

Evaluate own performance as director within the context of a given brief.

Knowledge and/or Skills

- ◆ The director's role in production planning
- ◆ How the director should communicate the overall creative approach to production crew and on screen talent
- ◆ The director's overall responsibility for managing a production team
- ◆ The director's responsibility in both the overall look of the production and the on screen performances
- ◆ The necessity to ensure that a sufficient variety of material is captured to enable effective post production
- ◆ The director's role in overseeing post production
- ◆ Strengths and weaknesses
- ◆ Future Learning

Higher National Unit specification: Statement of standards

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Evidence Requirements for this Unit

The Evidence Requirements stated below relate to the Unit as a whole.

Learners will need to provide evidence to demonstrate their Knowledge and/or Skills by showing that they can:

- ◆ Produce a completed production, in an agreed format, to acceptable technical and aesthetic standards.
- ◆ Produce documentation relevant to the role, including:
 - Synopsis
 - Treatment
 - Final draft pre-production script in an appropriate format
 - Visual outline developed from the script (eg storyboard, tramlined script)
 - Director's notes outlining thoughts on look and feel, production design, technical requirements, shots, audio and performances
 - Shooting script
 - Shot lists
 - Casting breakdown
 - Log sheets
 - Edit script including amendments following the production process
 - Batch Capture List/Edit Decision List outlining the footage to be captured for the edit
- ◆ Produce an evaluation of their performance as a director, including:
 - Their understanding of the role and its responsibilities at various stages of the production
 - How they performed in the role
 - Strengths
 - Areas for Improvement
 - Learning for the future



Higher National Unit Support Notes

Unit title: Television Directing: Non-Factual Programmes

Unit Support Notes are offered as guidance and 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

This Unit is primarily intended to allow the learner to experience the production process in the role of director. It is designed to allow the learner to gain knowledge and/or skills in the director's role in a non-factual programme as they initiate and develop their own productions.

The production phase of the Unit is designed to mirror industry practices as closely as possible, and takes account of Creative Skillset National Occupational Standards in Directing. Outcomes 1, 2 and 3 are designed to not only let the learner express their creative and aesthetic talents but to allow them to self-manage their time and projects.

The documentation generated can act as a series of signposts that will naturally allow the learner to progress along a route towards a completed non-factual programme.

Guidance on approaches to delivery of this Unit

This Unit is likely to form part of a Group Award, which is primarily designed to provide learners with technical and professional knowledge and skills related to Non Factual Television Production.

Outcomes 1, 2 and 3 could be integrated with technical Units such as *Camera, Lighting, Sound and Editing* when forming production teams. The organisation of the shoots would benefit from being integrated with the Unit *Production Management: Non Factual Programmes* to allow simulation of producer/director teams. The Production Manager would be responsible for relevant documents including schedules, call sheets, risk assessments, clearances and the overall budget. An integrated production file containing all relevant documentation for both Directing and Production Management Non Factual could be presented as evidence.

It may be helpful that the director and production manager work in partnership to produce a film/programme and reverse roles for each other's production. While it is anticipated that learners work in such partnerships, it is not mandatory and it is possible for learners to act as both production manager and director for the same project.

Higher National Unit Support Notes (cont)

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The lecturer may also adopt the nominal role of executive producer or commissioning editor in regard to authorising the go-ahead of each production, agreeing rough and fine cuts and being ultimately responsible for the allocation of production equipment and editing resources.

In Outcome 4, the emphasis should be on the learner identifying strengths and areas for improvement in relation to their performance in the role of director, rather than a straight critique of the finished programme.

Guidance on approaches to assessment of this Unit

Evidence can be generated using different types of instruments of assessment. The following are suggestions only. There may be other methods that would be more suitable to learners.

Centres are reminded that prior verification of centre devised assessments would help to ensure that the national standard is being met. Where learners experience a range of assessment methods, this helps them to develop different skills that should be transferable to work or further and higher education.

This Unit could be assessed holistically through performance evidence, in the form of a completed production, supported by a portfolio of evidence and an evaluation of the learners own performance in the role of director. The evaluation could take the form of a written report or recorded oral presentation of approximately 750 words or equivalent.

Outcome 1

In this Outcome, learners are compiling a production portfolio of documentation which clearly outlines the initial creative process in directing a production, as well as considering the practical and procedural elements that the director is responsible for. All documents should be produced in a format appropriate to current industry conventions and practices and it is recommended that course tutors carry out assessment of this material before the learner moves on to the production phase itself, as outlined in Outcome 2.

Scripting elements of this Outcome may be integrated with other Units, such as *Television Scriptwriting: Non Factual Programmes, Content Development and Research*.

Outcome 2

As the director's documentation is updated, amended versions should be added to the production folio. Much of the evidence for this Unit will be demonstrated in delivery of the completed programme. It is recommended that tutors take the opportunity to view material during the production phase if possible.

Outcome 3

Learners are required to deliver a complete programme in an agreed format and to a set deadline. The programme must demonstrate the knowledge and skills required of a director to an appropriate level.

Higher National Unit Support Notes (cont)

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Additionally, learners will be required to compile a production portfolio of formatted documentation which clearly outlines each step in the post-production phase of the shoot. All documents must be produced in accordance with current industry conventions and practices.

Outcome 4

Learners should demonstrate clear understanding of the director's role and responsibilities, including managing the production, the crew and on screen talent, and ensuring that the director's creative vision is realised. Crucially the learner is analysing their own performance in the role, with reference both to strengths and areas for improvement. The emphasis in this Outcome is on the practical production processes which the director must work through.

Opportunities for e-assessment

E-assessment may be appropriate for some assessments in this Unit. By e-assessment we mean assessment which is supported by Information and Communication Technology (ICT), such as e-testing or the use of e-portfolios or social software. Centres which wish to use e-assessment must ensure that the national standard is applied to all learner evidence and that conditions of assessment as specified in the Evidence Requirements are met, regardless of the mode of gathering evidence. The most up-to-date guidance on the use of e-assessment to support SQA's qualifications is available at www.sqa.org.uk/e-assessment

Opportunities for developing Core and other essential skills

Depending on the learning and teaching/assessment approaches adopted, all Outcomes of this Unit provide opportunities for developing the three components of the Core Skill of *Communication* at SCQF level 6; three components of *Problem Solving* at SCQF level 6 and one component of *Working with Others* at SCQF level 6.

Communication: Oral Communication at SCQF level 6

Outcomes 1, 2 and 3 of this Unit focus on the learner's practical skills in planning and creating and managing a non-factual programme. Outcome 2 is the production stage and learners will manage and direct a crew to generate the footage for the non-factual programme. They will be required to demonstrate effective communication of creative ideas to both technical crew and contributors. Outcome 3 involves organising and supervising the post production phase of the project. In order to achieve these Outcomes, learners will be required to convey information, ideas and opinions accurately, coherently and succinctly using vocabulary and language structures appropriate to the audience. For Outcome 4, learners are required to evaluate their performance in the role of director. This could take the form of a recorded oral presentation.

Communication: Written Communication (Reading) at SCQF level 6

In order to complete the Unit, learners will have to interpret a given brief and become familiar with scripts, script formats and storyboards understanding how to analyse them in terms of production requirements. This will require them to read written text and summarise and justify choices and decisions throughout the planning of the production.

Higher National Unit Support Notes (cont)

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Communication: Written Communication (Writing) at SCQF level 6

In order to complete the Unit, learners will have to generate evidence to demonstrate that they have achieved all four Outcomes. They will be required to produce documentation relevant to the role of director in producing a non-factual programme. This is likely to include: a written synopsis and treatments; formatted shooting scripts; creating shot lists; writing up interview questions; producing director's notes outlining their thought on the look, feel, shots and audio performances etc. This is likely to take the form of written communication. In this, they will be expected to present their work in a format appropriate to current industry conventions and practices.

Problem Solving: Critical Thinking at SCQF level 6

In order to complete the Unit, learners will have to interpret/analysis the brief and come up with creative ideas in terms of directing the production. They will need to show consideration of legal and ethical implications. The regulations, standards and process required within the broadcasting sector could provide challenges for learners to solve in terms of their programme.

Problem Solving: Planning and Organising at SCQF level 6

In order to complete the Unit, learners will have to plan the directing of the non-factual programme. This will involve a number of different strands such as developing visual ideas for the production, identifying and selecting crew and cast within the constraints of the budget, developing the technical and design requirements of the production within the constraints of the budget, managing the crew on the shoot. All of this will involve planning and organising.

Problem Solving: Reviewing and Evaluating at SCQF level 6

For Outcome 4, the learner is required to evaluate their own performance in the role of director, their strengths and weaknesses and learning for the future.

Working with Others: Working Co-operatively with Others at SCQF level 6

Throughout the Unit, learners will be required to work co-operatively with others to ensure the successful completion of the non-factual programme. Learners will be involved in analysing their own role as director, and also the other roles that are required for successful completion of the programme. The need to organise themselves and others in the production of their non-factual programme will be an important aspect of the successful completion of the programme. This is likely to involve negotiation with other learners providing services in, for example, camera, sound, and lighting.

History of changes to Unit

Version	Description of change	Date

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General information for learners

Unit title: Television Directing: Non-Factual Programmes

This section will help you decide whether this is the Unit for you by explaining what the Unit is about, what you should know or be able to do before you start, what you will need to do during the Unit and opportunities for further learning and employment.

This Unit is designed to give you an insight into the creative visual practices and management involved in directing of non-factual programmes.

Outcomes 1, 2 and 3 will be focused on your practical skills as you plan and create a non-factual programme from a given brief.

Outcome 1 will place the emphasis on your meeting deadlines and producing planning documents in conjunction with other crew members. You will have to develop the idea and plan each stage of pre-production in order to get the project ready for production.

Outcome 2 will be the production stage of the process where you will manage and direct a crew to generate the footage for your non-factual programme. Again, your assessment material will be generated naturally as you direct the production and write up the relevant documentation.

Outcome 3 will be organising and supervising the post production phase of the project, and delivering the final programme.

Outcome 4 will allow you to evaluate your own performance in the role of director, your strengths and weaknesses, and your learning for the future. The evaluation will allow you to look at the work of a director and how to visualise and create programmes from original ideas, and manage the whole process. The emphasis will be on you learning about the practicalities and organisation behind the art of directing.

Your completed production, along with the relevant documentation and your evaluation, will be the evidence used in assessment. The class tutor will advise you and help you refine the documentation as you go along, allowing you to have a complete production portfolio and finished film at the end of the Unit.