



Higher National Unit Specification

General information

Unit title: Sound Production: Recording Project (SCQF level 7)

Unit code: J0LA 34

Superclass: XL

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Unit purpose

This unit will give learners an opportunity to work with a client to coordinate and engineer a studio recording session in response to a brief. Learners will have the opportunity to develop their skills in client interaction, resource management and session management. Learners will also develop their understanding and application of basic contractual agreements as they apply to the studio recording engineer. This unit is intended for learners who wish to develop the knowledge and skills required to effectively undertake a studio recording where client interaction is a key component in the creative process.

Outcomes

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

- 1 Plan a studio recording session in response to a client brief
- 2 Demonstrate an understanding of a recording studio agreement
- 3 Manage a studio recording session to meet the client brief

Credit points and level

1 Higher National Unit credit(s) at SCQF level 7: (8 SCQF credit points at SCQF level 7)

Higher National Unit Specification: General information (cont)

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Recommended entry to the unit

Access to this unit is at the discretion of the centre. However, it is recommended that learners have prior knowledge and skills and/or experience of the equipment used in studio recording. This could be evidenced through the National Progression Award: Sound Production: Recording or Higher Music Technology at SCQF level 6. The following HN units also provide knowledge and skills development relevant to this unit: *Sound Production: Recording and Mixing* (SCQF level 7), *Sound Production: Audio Skills* (SCQF level 7) and *Sound Production: Skills for Business* (SCQF level 7).

Core Skills

Achievement of this Unit gives automatic certification of the following Core Skills component:

Complete Core Skill	None
Core Skill component	Critical Thinking at SCQF level 5 Planning and Organising at SCQF level 5

There are also opportunities to develop aspects of Core Skills which are highlighted in the Support Notes of this Unit specification.

Context for delivery

This is an optional unit in the framework for HN Sound Production. 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: Sound Production: Recording Project (SCQF level 7)

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

Plan a studio recording session in response to a client brief.

Knowledge and/or skills

- ◆ Key tasks required to implement a recording session
- ◆ Resources required to complete a recording session
- ◆ Key timescales of a recording session

Outcome 2

Demonstrate an understanding of a recording studio agreement.

Knowledge and/or skills

- ◆ Principle parties
- ◆ Terms and conditions
- ◆ Non-compliance consequences

Outcome 3

Manage a studio recording session to meet the client brief.

Knowledge and/or skills

- ◆ Key tasks identified in the recording session plan
- ◆ Using resources in accordance with the recording session plan
- ◆ Manage the progress of the recording session
- ◆ Manage all practical activity
- ◆ Maintaining a concise record of the implementation process

Evidence requirements for this unit

Outcome 1

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

- ◆ Correctly identify the key tasks required to implement a recording session
- ◆ Correctly identify the resources required to complete a recording session
- ◆ Correctly identify the key timescales of a recording session

Higher National Unit Specification: Statement of standards (cont)

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Each learner will need evidence to show that they can, in relation to a client brief, correctly plan a studio recording session. The completed plan will be submitted to the assessor for approval before commencing Outcome 2.

Outcome 2

Learners will need to provide product evidence to demonstrate their knowledge and/or skills by showing that they can produce a basic recording studio agreement which:

- ◆ Demonstrates the roles of the principal parties involved in the agreement
- ◆ Outlines the key terms and conditions of the agreement relating to:
 - Booking fee
 - Clients own media, personnel and equipment
 - Sound levels
 - Collection of recordings and materials
 - Indemnity
 - Content of recording
 - Breakdown warranty
 - Trade marks
- ◆ Demonstrates the consequences of non-compliance to the terms and conditions in the recording studio agreement

This outcome will be assessed by the production of a recording studio agreement, which demonstrates the learners understanding of the three evidence requirements above.

Outcome 3

Learners will need to provide performance and product evidence supported by an assessor observation checklist to demonstrate their knowledge and/or skills by showing that they can:

- ◆ Effectively carry out key tasks identified in the recording session plan
- ◆ Use resources appropriately in accordance with the recording session plan
- ◆ Manage the progress of the recording session
- ◆ Manage all practical activity efficiently and safely
- ◆ Correctly maintain a concise record of the implementation process

Each learner will need evidence to show that they can, in relation to a client brief, correctly implement all the tasks as identified in their studio-recording plan.

At least four discrete audio tracks must be recorded simultaneously and which are optimal in terms of the source material and audio signal quality. In addition, the learner will need to provide all project files of the recording session as well as a concise record of the implementation process.

Outcomes 1, 2 and 3 may be assessed sequentially or a holistic approach could be taken to assessment of this unit by working on a project that provides an opportunity for all evidence requirements to be met.

All assessment should be carried out in open-book, supervised conditions.



Higher National Unit Support Notes

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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 40 hours.

Guidance on the content and context for this unit

This unit is primarily intended to improve learners' understanding of the working relationship between parties and the skills required to successfully plan and then implement a studio-recording project adhering to a contract agreement. Learners are encouraged to work in a real-life situation where they are given a brief by a client unknown to them where they must plan and implement a studio recording session. The unit will also give the learner a broad understanding of studio recording contract agreements in preparation for employment.

Outcome 1

When planning a recording session, the learner should be asking key questions including:

- ◆ The amount of musicians required for the given recording session?
- ◆ The instruments required to be recorded?
- ◆ How many songs to be recorded?
- ◆ How many individual sessions will be required?
- ◆ Are the recording artists rehearsed?
- ◆ What is the availability of the studio/artists/learner?

The learner should be made aware that the recording plan's purpose is to assist an effective and efficient recording session and to help consider unplanned events.

The learner should be keeping evidence of all communication between the client, which may include emails, notes, agreed actions, text messages, etc.

Through communication with the client, the learner should also list the resources required in terms of studio hardware/software and plan for all recording/overdub sessions.

Outcome 2

Learners need to demonstrate a clear understanding of a recording studio agreement between a recording studio and a client. An ability to show an understanding of the terms and conditions in a recording studio agreement is required. Consideration should be given to the following terms and conditions:

Higher National Unit Support Notes (cont)

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- ◆ Booking fee (agreed fee, overtime, payment policy, cancellation policy)
- ◆ Clients own media, personnel and equipment (liability for these)
- ◆ Sound levels (responsibility, noise at work act)
- ◆ Collection of recordings and materials (payment, legal title to the materials)
- ◆ Indemnity (injury, loss, damage, costs and/or expenses)
- ◆ Content of recording (infringement of copyright, scandalous, obscene, libellous and illegal content)
- ◆ Studio breakdown warranty (obligations to client)
- ◆ Trade marks (unauthorised use of studio trademarks)

The agreement should clearly outline the consequences of any non-compliance to the terms and conditions.

Outcome 3

By effectively carrying out the key tasks identified in the recording session plan, the learner should manage the recording session and should be encouraged to:

- ◆ Effectively communicate with musicians at all times by appropriate use of talkback mic and the use of verbal and non-verbal communication
- ◆ Critically listen for timing and tuning anomalies
- ◆ Maintain a professional standard at all times
- ◆ Adopt safe working practices
- ◆ Appropriately manage recording session time
- ◆ Plan for potential overdub sessions

Learners must maintain a concise record of the implementation process (not an exhaustive diary) which may include appropriately named session files, session notes and agreed review (overdub) dates. Other records to be included could be additional track and session notes that are saved with the project files.

This unit offers the potential for aspects of the following National Occupational Standards to be demonstrated:

CCSMT1	Follow health and safety practices in music and sound industries
CCSMT8	Use essential analogue and digital sound recording skills
CCSMT9	Use essential analogue and digital sound editing techniques
CCSMT12	Create a sample and audio file library — archive digital content
SKSS16	Make sound recordings
SFJ EFSM23	Agree project plan to meet specified objectives

Guidance on approaches to delivery of this unit

It is envisaged that this unit will be delivered in both a classroom/recording studio setting using a learner centred, participative and practical approach. At the centre's discretion, this unit could be integrated with *Sound Production: Recording and Mixing* (SCQF level 7) and *Sound Production: Skills for Business* (SCQF level 7).

Higher National Unit Support Notes (cont)

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Outcome 1

Sufficient time should be allowed for learners to develop their planning skills through the use of appropriate learning and teaching approaches. The learner should be encouraged to work with a client as soon as possible to allow for a working relationship to establish. It is recommended that the learner should work with a client that is unfamiliar to them.

Outcome 2

Learners would benefit from being shown real life examples of recording studio agreements and discussing the key terms and conditions involved. Specific input/guidance/lessons on the following would also benefit the learner:

- ◆ the roles of principal parties involved in a basic recording studio agreement
- ◆ the key terms and conditions of a recording studio agreement
- ◆ the consequences of non-compliance to the terms and conditions of a recording studio agreement

Learners would further benefit from presentations and insight from industry professionals on working in a studio recording environment.

Outcome 3

This outcome will be delivered in a recording studio environment. The learner would benefit from specific input/guidance/lessons on:

- ◆ Recording studio etiquette
- ◆ Health and safety procedures in the recording studio
- ◆ Critical listening skills (instrument tuning and timing purposes)

Guidance on approaches to assessment of this unit

Evidence can be generated using different types 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.

It is possible to assess the knowledge and/or skills for each outcome separately. This could be conducted at a single assessment event carried out in open-book, supervised conditions. However, it is recommended that a holistic approach is used for Outcomes 1, 2 and 3 to produce a completed project.

Learners should be given a written brief which outlines the requirements for each outcome.

For Outcome 1, it is suggested that learners submit a recording plan which clearly shows the key tasks, required resources and timescales for the studio recording.

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For Outcome 2, it is suggested that learners submit a recording studio agreement between the parties identified from Outcome 1.

For Outcome 3, it is suggested that learners submit session project files. The undertaking of all MIDI and audio recording should be evident from these session files. Further to this, additional session notes should be submitted.

Performance evidence Outcome 3 should be observed and recorded on an assessor checklist.

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

This unit provides the opportunity to develop the following aspects of Core and other essential skills.

Problem Solving: The learner will employ critical thinking when establishing the key tasks, selecting the correct resources and managing timescales to a client's brief.

Information and Communication Technology: The learner could have the opportunity to develop skills in accessing information through use of online tutorial resources during delivery of this unit.

Employability skills: The learner will have the opportunity to develop self-management, entrepreneurship problem solving and application of IT elements of employability skills.

The learner will have the opportunity to develop their critical listening skills.

This Unit has the Critical Thinking and Planning and Organising components of Problem Solving embedded in it. This means that when learners achieve the Unit, their Core Skills profile will also be updated to show they have achieved Critical Thinking at SCQF level 5 and Planning and Organising at SCQF level 5.

History of changes to unit

Version	Description of change	Date
02	Core Skills Components Critical Thinking and Planning and Organisation at SCQF level 5 embedded.	31/08/18

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General information for learners

Unit title: Sound Production: Recording Project (SCQF level 7)

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 will give you an opportunity to work with a client to coordinate and engineer a studio recording session in response to a brief. You will have the opportunity to develop your skills in client interaction, resource management and session management. You will also develop an understanding and application of basic contractual agreements as they apply to the studio recording engineer.

You will be assessed by undertaking a studio recording project and learn how to plan and manage a session. In addition to this, you will also be assessed on your understanding of and ability to produce a basic studio recording agreement.

During the recording session itself, you will carry out the tasks in your recording plan and use resources appropriately. You will review the progress of the recording session at key points and keep a record of the implementation of the session.

You will have the opportunity to develop elements of the following Core Skills: *Problem Solving, Communication, Information and Communication Technology (ICT) and Working with Others*.

You will have the opportunity to develop elements of the following other skills: critical listening skills, employability skills and entrepreneurial skills.

This Unit has the Critical Thinking and Planning and Organisation components of Problem Solving embedded in it. This means that when you achieve the Unit, your Core Skills profile will also be updated to show you have achieved Critical Thinking at SCQF level 5 and Planning and Organising at SCQF level 5.