



## **National Unit specification: general information**

**Unit title:** Creative Printmaking with Photography: Professional Business Practice (SCQF level 6)

**Unit code:** FP9D 12

**Superclass:** AA

**Publication date:** July 2011

**Source:** Scottish Qualifications Authority

**Version:** 01

## **Summary**

The purpose of this Unit is to provide candidates with an understanding of business practice and finance and how it relates to the industrial context of printmaking and photography. By the end of the Unit candidates will be able to describe business practices and the financial aspects of business used in the printmaking and photography industries.

This Unit is an optional Unit within the National Certificate in Creative Printmaking with Photography at SCQF level 6.

This Unit is suitable for candidates who are undertaking a programme in the printmaking process or any other introductory level print related course.

## **Outcomes**

- 1 Describe current business practice within a creative printmaking and photography environment.
- 2 Describe financial aspects and use business documents appropriate to a creative printmaking and photography environment.

## **Recommended entry**

While entry is at the discretion of the centre, it is envisaged that candidates may have progressed from a foundation level course in print related disciplines.

## **National Unit specification: general information (cont)**

**Unit title:** Creative Printmaking with Photography: Professional Business Practice (SCQF level 6)

### **Credit points and level**

1 National Unit credit at SCQF level 6: (6 SCQF credit points at SCQF level 6\*)

*\*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.*

### **Core Skills**

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

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

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

**Unit title:** Creative Printmaking with Photography: Professional Business Practice (SCQF level 6)

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**

Describe current business practice within a creative printmaking and photography environment.

#### **Performance Criteria**

- (a) Describe copyright laws.
- (b) Describe the standard conditions for the sale of print.
- (c) Describe the responsibilities of the client/printer/photographer with regard to copyright and risk assessment.

### **Outcome 2**

Describe financial aspects and select business documents appropriate to a creative printmaking and photography business environment.

#### **Performance Criteria**

- (a) Describe financial terms used in current business practice including the main features of VAT.
- (b) Describe the main characteristics of a sole trader, partnership and limited liability company.
- (c) Describe the advantages of a credit control system.
- (d) Identify and select the necessary business documents for use in a creative printmaking or photography environment according to a given brief
- (e) Describe factors involved in print estimating.

### **Evidence Requirements for this Unit**

Evidence is required to demonstrate that the candidates have achieved all of the Outcomes and Performance Criteria.

#### **Outcome 1 — written and/or oral recorded evidence**

Evidence must be provided to show the candidate can accurately/correctly describe the following:

- ◆ four copyright laws in relation to creative printmaking and photography
- ◆ six standard conditions of contract for the sale of print
- ◆ the responsibility of the client, the printer and the photographer with regard to risk assessment in the print making and photography business environment

The evidence will be gathered under closed-book supervised conditions.

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

**Unit title:** Creative Printmaking with Photography: Professional Business Practice (SCQF level 6)

### **Outcome 2 — written and/or oral recorded and product evidence**

Candidates will be provided with information (a brief) to enable them to identify and select documents used in a creative printmaking and photography environment.

Evidence must be provided to show that the candidate accurately/correctly describes the following:

- 1 Six financial terms used in current business practice.
- 2 The main features of VAT including the calculation of VAT, current rates and thresholds for registration.
- 3 The main characteristics of business units including sole traders, partnerships and limited liability companies including the advantages/disadvantages of each.
- 4 Credit control systems used in the printmaking and photography business environment, outlining the advantages an effective credit control system can bring to a company.
- 5 Factors involved in estimating for print to include substrate and ink.

Evidence must be provided to show that the candidate can correctly identify and select the following documents, according to a given brief:

- 6 Quotation form, works instruction ticket and purchase order

Evidence will be gathered (1–5) under closed-book supervised conditions.

Evidence will be gathered (6) under open-book supervised conditions and by means of a practical activity using business documents suitable for the printmaking and photography business environment according to a given brief. The evidence for item 6 will be recorded in a checklist.

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

**Unit title:** Creative Printmaking with Photography: Professional Business Practice (SCQF level 6)

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**

The purpose of the Unit is to provide candidates with an understanding of business practice and apply these skills in an industrial context. The practical skills, knowledge and understanding will be delivered through the Outcomes and provide candidates with an understanding in areas of Creative Printmaking and Photography. These areas will include copyright laws, standard conditions of contract for the sale of print, and the responsibilities of the client/printer/photographer with regard to copyright and risk assessment.

Candidates will also be provided with information to understand financial aspects of business within a creative printmaking and photography environment. The topics which will be covered include definitions/explanations of financial terms used in current business practice including the main features of VAT. Candidates will also be provided with information to enable them to identify the necessary documents used in a creative printmaking and photography environment, such as quotation forms, works instruction tickets and purchase orders.

Candidates will also cover definitions/explanations of the main characteristics of various business units which will include sole trader organisations, partnerships and limited liability companies.

Candidates will be provided with information to allow them to clearly explain a credit control system and its advantages and also the factors involved in estimating for printing.

The Unit will enable candidates to develop an understanding of the business environment which will assist them in the workplace, and should also prepare candidates for progression to print related HNC/D programmes.

### **Guidance on learning and teaching approaches for this Unit**

Theory should be delivered through presentation by teacher/lecturer and practical activities be demonstrated. All processes should be explained and understood prior to commencement of written tasks. Candidates could complete practical tasks such as completion of documents to demonstrate the purpose of each. Practical tasks could also be completed in areas such as credit control where candidates are given a sales ledger and they are required to advise action required for each account.

Candidates should be encouraged to research the main features of VAT at that time, and give examples of goods/items in each category.

Candidates will be gaining knowledge through lectures and practical demonstrations/exercises.

## National Unit specification: support notes (cont)

**Unit title:** Creative Printmaking with Photography: Professional Business Practice (SCQF level 6)

### Guidance on approaches to assessment for this Unit

Some of the content may be assessed by means of practical exercises, for instance for business documents where candidates would be required to complete pro forma documentation such as purchase orders.

### Opportunities for the use of 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 e-checklists. Centres which wish to use e-assessment must ensure that the national standard is applied to all candidate evidence and that conditions of assessment as specified in the Evidence Requirements are met, regardless of the mode of gathering evidence. Further advice is available in *SQA Guidelines on Online Assessment for Further Education (AA1641, March 2003)*, *SQA Guidelines on e-assessment for Schools (BD2625, June 2005)*.

### Opportunities for developing Core Skills

In this Unit candidates will develop an understanding of business practice and finance and how it relates to the industrial context of printmaking and photography.

Candidates will learn about copyright laws and the conditions of contract for the sale of print. They will also learn about the responsibility of the client, the printer and the photographer with regard to risk assessment in the print making and photography business environment.

Candidates will learn about financial terms used in current business practice, the main features of VAT, the main characteristics of business units including sole traders, partnerships and limited liability companies including the advantages/disadvantages of each.

They will also learn about credit control systems used in the printmaking and photography business environment and the factors to be considered when estimating for print. Candidates will identify, select and complete certain business documents used in the printmaking and photography business environment.

As candidates are doing this Unit they will be developing aspects of core skills in *Communication* and *Numeracy* through written work and also through teacher/lecturer led discussions on an ongoing basis.

### 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](http://www.sqa.org.uk/assessmentarrangements)

## History of changes to Unit

Version	Description of change	Date

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