



National Unit specification: general information

Unit title: Creative Industries: Practical Skills Development (SCQF level 4)

Unit code: H1NK 10

Superclass: AF

Publication date: July 2012

Source: Scottish Qualifications Authority

Version: 01

Summary

In this Unit candidates will develop a range of practical skills relevant to work in the creative industries, and use a variety of approaches to develop their practical skills in a creative environment. The Unit requires candidates to seek feedback from others, set and review targets and evaluate their own current level of skills.

The Unit has been designed as a mandatory Unit of the National Progression Award in Creative Industries at SCQF level 4 but may also be offered as a free standing Unit.

It is suitable for candidates who have an interest in the creative industries and when taken as part of the National Progression Award, may facilitate progression to further study, in particular to the Skills for Work Course in Creative Industries at SCQF level 5 or to the National Certificate in Creative Industries at SCQF level 5.

Outcomes

- 1 Develop a range of practical skills.
- 2 Review your own practical skills development.

Recommended entry

Entry is at the discretion of the centre.

General information (cont)

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Credit points and level

1 National Unit credit at SCQF level 4: (6 SCQF credit points at SCQF level 4*)

**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

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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

Develop a range of practical skills.

Performance Criteria

- (a) Identify the practical skills required for a range job roles in the Creative Industries.
- (b) Under supervision practise a range of skills using appropriate resources in a creative context.

Outcome 2

Review your own practical skills development.

Performance Criteria

- (a) Review own progress in practical skills development.
- (b) Seek feedback from others.
- (c) Set targets for further development.

National Unit specification: statement of standards (cont)

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Evidence Requirements for this Unit

Performance evidence and written and/or oral evidence which covers all the Outcomes and Performance Criteria is required for this Unit.

Candidates will gather evidence in supervised open-book conditions at appropriate points throughout the Unit. Evidence will include:

In relation to Outcome 1

Written and/or oral evidence:

- ◆ Identification and brief description of the practical skills involved in at least three different creative industry roles

Performance evidence that the candidate can:

- ◆ carry out practical skills as directed in at least three different roles
- ◆ use resources and equipment appropriate to the creative context in accordance with supervisor instructions

In relation to Outcome 2

A folio of written and/or oral evidence which includes:

- ◆ a record of work illustrating progress of skills developed in three roles
- ◆ a record of feedback from others commenting on progress
- ◆ a list of targets agreed and discussed with tutor

Practical activities must be carried out safely in a real or simulated working environment.

It is the centre's responsibility to ensure that the evidence presented is the candidate's own work.

National Unit specification: support notes

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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 has been designed as a mandatory Unit of the National Progression Award in Creative Industries at SCQF level 4.

The Unit is intended to enable candidates to develop and improve basic practical skills associated with a number of roles in the context of the creative industries. They will use a variety of approaches to develop and review their practical skills and should be encouraged to reflect on the skills developed and set goals for further development based on their experience and feedback from others.

The terms sector and job roles are used in this Unit to mean:

Sector: any area of creative industries such as theatre skills, music, drama, dance, animation, journalism, etc.

Job roles: sound and lighting assistant, musician, choreographer, designer, stage manager, editor, etc.

Practical skills — selecting and using resources, techniques and equipment appropriately and as directed to improve skills of, eg designing, singing, listening to and carrying out instructions, etc.

Outcome 1

This Outcome is designed to allow candidates to identify and develop basic practical skills relevant to a range of job roles, for example, lighting technician, set construction worker, fashion designer or solo singer etc.

It is important that this Outcome is one where candidates are 'using', 'doing', 'making', 'performing', 'creating' etc. For example, candidates researching the fashion industry might be involved in practising skills of pattern cutting or fashion drawing as part of their targets. The skill of selecting and using appropriate resources/techniques/equipment should be emphasised. Visiting real workplaces and observing/interviewing/talking to people in the chosen job role would be an advantage.

National Unit specification: support notes (cont)

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In this Outcome the candidate may carry out initial research by using the internet, reading published materials, or using CDs/DVDs.

Outcome 2

This Outcome is intended to give candidates the opportunity to review both their progress in the development of their practical skills. They will be expected to seek and accept feedback from others about their progress and this feedback should inform decisions on further practical skills development.

Throughout this Unit, candidates should be encouraged to develop a positive approach to the employability skills and attitudes identified by employers. In addition to the specific practical skills developed and assessed, candidates will have the opportunity to develop their essential skills such as:

- ◆ communication
- ◆ working co-operatively with others
- ◆ working independently
- ◆ contributing creatively to practical task
- ◆ selecting and using appropriate resources, equipment and techniques
- ◆ awareness of health and safety
- ◆ working to deadlines
- ◆ giving and receiving constructive feedback
- ◆ reviewing own and others' skills development
- ◆ understanding roles and responsibilities in the workplace
- ◆ willingness to learn
- ◆ willingness and ability to take and follow instructions
- ◆ punctuality
- ◆ reliability
- ◆ showing initiative
- ◆ interpersonal skills

This Unit broadly aligns to the following generic National Occupational Standards for the Creative Industries from Skillset:

- ◆ X1 Contribute to good working relationships
- ◆ X2 Make sure your own actions reduce risks to health and safety
- ◆ X3 Conduct an assessment of risks in the workplace
- ◆ F4 Co-ordinate your team and performers and work effectively with production colleagues

In addition there are a large number of role specific National Occupational Standards from both Creative and Cultural Skills and Skillset which could apply depending on the particular field chosen by candidates.

National Unit specification: support notes (cont)

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A brief introduction to the Unit should be given to enable candidates to understand fully what is required and the approaches to be adopted. The focus of this Unit is on practical activity and it is anticipated that the majority of delivery time will be dedicated to this.

It is important that employability skills, both generic and specific to the Creative Industries, are stressed at this time.

Guidance on learning and teaching approaches for this Unit

It is important to ensure that candidates taking this Unit are provided with advice and guidance on what is expected of them when carrying out practical. Throughout the Unit, it would be of benefit if candidates were able to engage with Creative Industries practitioners. When choosing job roles in which to practise their practical skills development in this Unit, candidates may wish to think ahead to their potential role in the implementation of the Units *Creative Industries: Pre-production* and *Creative Industries: Production*. Candidates may of course wish to choose different roles across Units.

The Unit should incorporate a variety of approaches to learning and teaching which may include:

- ◆ teacher/lecturer presentations
- ◆ group work and discussion
- ◆ practical activities
- ◆ video/DVD presentations
- ◆ visiting speakers
- ◆ visits to workplaces
- ◆ work experience

The development of identified practical skills in different job roles will form the basis of the candidate's work in this Unit. Candidates should be encouraged to consider which resources may be required to support the development of their practical skills. Availability of appropriate resources, techniques, equipment and opportunities to practice will play a significant role in the development of their practical skills.

Learning and teaching for this Unit should be candidate-centred, participative and practical. Practical application will be the focus for candidates. In order to set targets an element of planning and organisation will be required.

Where this Unit is taken as part of the Creative Industries Course (SCQF level 4), it is recommended that the approach to delivery is one of integration with the other Units:

Creative Industries: Pre Production
Creative Industries: Production.

There is considerable scope for integration of delivery of this Unit with the other Units in the NPA in Creative Industries. It is important that those responsible for the delivery of this Unit identify where opportunities arise to develop the candidates' employability skills. For example, Outcome 2 of this Unit could be integrated with activities in Outcome 3 of *Creative Industries: Basics* where candidates are required to review their employability skills and attitudes.

National Unit specification: support notes (cont)

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Centres must ensure that relevant health and safety guidelines are followed at all times when candidates are undertaking activities both in and outwith the centre.

Guidance on approaches to assessment for this Unit

A holistic approach to the assessment of the written and/or oral evidence is possible. This could be gathered and presented as a folio of evidence which could be presented as paper based, as an oral presentation or electronically as an e-portfolio and could contain for example:

- ◆ written evidence
- ◆ oral evidence
- ◆ visual material
- ◆ a Powerpoint presentation

In relation to Outcome 2, a record of feedback from others about the candidate's progress is also required. An assessor observation checklist must be retained as evidence of the candidate's performance in practical tasks in Outcome 1.

As far as possible, the candidate should work independently however, should still be encouraged to work with others where the opportunities arise.

It is the centre's responsibility to ensure that the evidence presented is the candidate's own work.

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)*.

National Unit specification: support notes (cont)

Unit title: Creative Industries: Practical Skills Development (SCQF level 4)

Opportunities for developing Core Skills

In this Unit candidates will develop and review their practical skills in a number of roles within a creative industries context.

Candidates will:

- ◆ identify practical skills carried out in different job roles
- ◆ carry out a variety of practical tasks
- ◆ select and use resources and equipment appropriately
- ◆ carry out instructions
- ◆ review progress
- ◆ set goals
- ◆ seek feedback from others

This means that as candidates are doing this Unit they will develop aspects of the Core Skills of *Communication* and *Problem Solving*.

In addition by adopting specific learning and teaching approaches candidates may develop: *Information and Communication Technology (ICT)* may be developed through the use of specialist equipment of technology to present their findings.

Working with Others may be developed through working in pairs or small groups.

Numeracy may be developed through specific tasks involving basic calculations and measurement

Opportunities should be taken throughout the Unit to emphasise that the employability skills, and the relevant Core Skills indicated above, are skills that apply to a wide range of situations both in everyday life and in employment.

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

History of changes to Unit

Version	Description of change	Date

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