



National Unit specification: general information

Unit title: Creative Industries: Pre-production (SCQF level 4)

Unit code: H1NL 10

Superclass: AF

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Summary

This Unit allows candidates to participate in planned pre-production activity and to evaluate their own contribution to it. The Unit also provides candidates with opportunities to work as part of a team throughout the planning and implementation of the logistical pre-production process. It will give candidates the opportunity to develop their creativity alongside key employability skills such as working with others and problem solving.

This Unit has been designed as a mandatory Unit of the Creative Industries National Progression Award at SCQF level 4 and may also be taken as a free-standing Unit. It is suitable for candidates who have an interest in the Creative Industries as well as those whose interest is more general. As this is an introductory level Unit no previous experience or skills is necessary.

Outcomes

- 1 Plan a creative production.
- 2 Identify roles and associated pre-production key tasks and skills.
- 3 Carry out pre-production tasks appropriate to the agreed brief.

Recommended entry

Entry is at the discretion of the centre.

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.*

General information (cont)

Unit title: Creative Industries: Pre-production (SCQF level 4)

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 4 Planning and Organising at SCQF level 4

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

National Unit specification: statement of standards

Unit title: Creative Industries: Pre-production (SCQF level 4)

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 creative production.

Performance Criteria

- (a) Select a suitable production format.
- (b) Identify key tasks required to implement the production.
- (c) Identify resources required to implement the production.

Outcome 2

Identify roles and associated pre-production key tasks and skills.

Performance Criteria

- (a) Allocate tasks required to implement the production.
- (b) Set timescales for the production.

Outcome 3

Carry out pre-production tasks in accordance with health and safety guidelines.

Performance Criteria

- (a) Carry out allocated tasks within set timescales.
- (b) Comply with relevant health and safety guidelines.
- (c) Review own contribution to the pre-production.

National Unit specification: statement of standards (cont)

Unit title: Creative Industries: Pre-production (SCQF level 4)

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. The evidence will be gathered in open-book conditions at appropriate points throughout the Unit.

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

Practical activities must be carried out safely at all times. It is the centre's responsibility to ensure that health and safety guidelines are adhered to.

Outcomes 1 to 3 — Written or oral, performance or product evidence

Evidence is required to demonstrate the candidate has:

- ◆ identified a suitable production format including key tasks and resources in terms of scale of production, suitability and availability of output medium and costs
- ◆ allocated roles, tasks and timescales for the above production ensuring:
 - all identified roles have been allocated
 - all identified tasks have been allocated
 - achievable timescales have been set for each task
- ◆ carried out agreed key tasks as planned complying with health and safety guidelines
- ◆ evaluated contribution to the pre-production in terms of scale of production, suitability and availability of output medium and costs

National Unit specification: support notes

Unit title: Creative Industries: Pre-production (SCQF level 4)

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 is a mandatory Unit within the National Progression Award in Creative Industries at SCQF level 4. It can also be taken as a free-standing Unit.

The Unit is designed to allow the candidate to participate in the planned pre-production activity and to evaluate their own contribution to it. It is also intended to provide candidates with opportunities to work as part of a team throughout the planning and implementation of the pre-production process.

This Unit should also give candidates the opportunity to develop their creativity, alongside key employability skills such as working with others, planning, evaluating, communicating, problem solving and time management. Candidates should have the opportunity to play to their individual strengths.

When this Unit is being taken as part of the National Progression Award in Creative Industries at SCQF level 4, delivery could be integrated with that of *Creative Industries: Basics*, *Creative Industries: Practical Skills Development* and *Creative Industries: Production*.

This Unit is ideally suited to a wide range of creative contexts, eg:

- ◆ a musical show
- ◆ an art exhibition/display
- ◆ production of a music CD
- ◆ a magazine
- ◆ a drama production
- ◆ an animated short film
- ◆ a website or blog
- ◆ a fashion show
- ◆ a community project

This Unit could provide opportunities for cross curricular activities in a pre-production, for example a musical production involving music, dance, drama and art or the production of a music CD which could involve music and art or a magazine.

Importance should be placed on developing the candidate's ability to work with others, plan, implement, problem solve and evaluate effectively.

National Unit specification: support notes (cont)

Unit title: Creative Industries: Pre-production (SCQF level 4)

Outcome 1

Outcome 1 focuses primarily on the candidate's ability to create a pre-production plan and the key tasks and resources required to implement it.

For example, their plan might describe how they are going to book time with a technician or learn how various gels enhance the lighting in a performance.

Outcome 2

Outcome 2 is designed to allow candidates to identify and allocate key roles and tasks required to deliver the pre-production to set timescales.

Outcome 3

Outcome 3 is intended to give candidates the opportunity carry out their own agreed tasks whilst complying with health and safety requirements and review their own contribution to the pre-production.

This Unit gives candidates the opportunity to develop a positive approach to the key skills and attitudes identified by employers such as:

- ◆ practical skills
- ◆ positive approach
- ◆ awareness of health and safety
- ◆ working independently
- ◆ communication skills
- ◆ confidence to seek and receive feedback
- ◆ confidence to set targets, reflect and learn from experience
- ◆ reviewing and evaluating own skills development
- ◆ planning and preparation
- ◆ time management skills and working to deadlines
- ◆ contributing creatively to practical projects
- ◆ selecting appropriate resources, equipment and techniques

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)

Unit title: Creative Industries: Pre-production (SCQF level 4)

Guidance on learning and teaching approaches for this Unit

Centres should ensure that a brief introduction to the Unit is given, which will enable candidates to understand fully what is required and the approaches to be adopted. It is important that employability skills, both generic and specific to the creative industries, are stressed at this time.

The Unit, therefore, 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
- ◆ handouts

The involvement of industry practitioners should be sought since those working in the industry will have information and a strong knowledge of working conditions and practices within the creative industries.

It is further advised wherever possible, to attract practitioners from different sectors to give candidates as broad an experience as possible. Such practitioners will be able to give candidates a realistic view of the creative industries, the wide range of options available within it and employment opportunities for new entrants.

Candidates may find it helpful in understanding how they might approach this Unit if they are given realistic examples of acceptable and achievable production types. Centres should ensure the agreed brief is unambiguous and sufficiently open. Although the project will be carried out collaboratively, candidates will be expected to carry out identified and agreed tasks on their own.

Centres must ensure that relevant health and safety guidelines are followed at all times when candidates are undertaking practical activities.

Where this Unit is taken as part of the creative National Progression Award in Creative Industries at SCQF level 4, it is recommended that the approach to delivery is one of integration with the other Units.

For example, the Outcomes of this Unit could be integrated with activities in:

Creative Industries: Basics

Creative Industries: Practical Skills Development

Creative Industries: Production

National Unit specification: support notes (cont)

Unit title: Creative Industries: Pre-production (SCQF level 4)

Guidance on approaches to assessment for this Unit

Performance evidence supported by an assessor observation checklist is recommended for Outcome 1. Candidates should be encouraged to maintain a brief record of their contribution to the team discussions and the agreed plan in the form of a diary or log.

There are many possible solutions to the format of the planning and delivery but the plan should be logical and easy to follow. The use of a pro forma may help candidates focus their ideas and encourage efficiency.

Assessment of Outcome 2 could be supported by an assessor observation checklist. Candidates should be encouraged to keep a brief record of their progress.

Outcome 3 could be assessed using a short evaluation report.

The evidence gathered for all Outcomes can be in any appropriate format and could include audio, video, electronic and/or written documentation. Candidates should be encouraged to use any appropriate medium for gathering evidence including: written documentation; web based presentation; and/or suitable audio/visual presentation format(s).

Where this Unit is being delivered as part of the National Certificate in Creative Industries at SCQF level 5, this evidence could form part of a course folio for FH63 11 Creative Industries: Creative Project SCQF level 5.

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 social software. 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: Pre-production (SCQF level 4)

Opportunities for developing Core Skills

In this Unit, candidates will develop a range of skills valued by employers. Candidates will be involved, as part of a group and as individuals, in planning and implementing a creative project in response to a brief. Candidates will work together to resolve any issues or problems which may arise. They will also review their own success at contributing to the planning and implementation of the creative project and regularly discuss their progress with the assessor.

There are good opportunities for developing aspects of the following Core Skills:

- ◆ *Communication*
- ◆ *Problem Solving*
- ◆ *Working with Others*

Depending on the project, there may be opportunities to develop skills in:

- ◆ *Information and Communication Technology (ICT)*

The opportunity should be taken in this Unit to emphasise that the employability skills, and the relevant Core Skills indicated above, are skills that apply to a wide range of situations.

This Unit has the Critical Thinking and Planning and Organising components of Problem Solving embedded in it. This means that when candidates achieve the Unit, their Core Skills profile will also be updated to show they have achieved Critical Thinking at SCQF level 4 and Planning and Organising at SCQF level 4.

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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