



## National Unit Specification: general information

**UNIT** Media: Television Production Assistant (SCQF level 5)

**CODE** F584 11

### SUMMARY

The aim of this Unit is to introduce candidates to the knowledge and skills necessary to fulfil the role of a production assistant during a single camera video production. The candidate will be introduced to the stages of pre-production, production and post-production from the perspective of a production assistant and will be given the opportunity to carry out the key organisational and administrative tasks required of a production assistant.

This Unit is suitable for candidates with little knowledge or experience of video production.

### OUTCOMES

- 1 Carry out pre-production tasks in the role of production assistant.
- 2 Carry out production tasks in the role of production assistant.
- 3 Carry out post-production tasks as required by the director.

### RECOMMENDED ENTRY

Entry is at the discretion of the centre.

### CREDIT VALUE

1 credit at Intermediate 2 (6 SCQF credit points at SCQF level 5\*).

*\*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.*

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### Administrative Information

**Superclass:** KA

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

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### **CORE SKILLS**

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

There are opportunities for Core Skill development; these are highlighted in the Support Notes of this Unit Specification.

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

### **UNIT            Media: Television Production Assistant (SCQF level 5)**

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**

Carry out pre-production tasks in the role of production assistant.

##### **Performance Criteria**

- (a) Organise production meetings as instructed by the director.
- (b) Contribute effectively to production meetings.
- (c) Copy and distribute appropriate scripts to cast and crew.
- (d) Produce and distribute appropriate call sheets to cast and crew.
- (e) Book venue, equipment and facilities for production shoot.
- (f) Satisfy health and safety requirements.

#### **OUTCOME 2**

Carry out production tasks in the role of production assistant.

##### **Performance Criteria**

- (a) Produce a shooting schedule for the programme.
- (b) Complete a log sheet for each scene within the programme.
- (c) Effectively contribute to production tasks as required by the director.
- (d) Record continuity errors and report these to the director.
- (e) Satisfy copyright requirements.

#### **OUTCOME 3**

Carry out post-production tasks as required by the director.

##### **Performance Criteria**

- (a) Book appropriate edit facilities.
- (b) Liaise with editor and director to facilitate editing process.

## National Unit Specification: statement of standards (cont)

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### EVIDENCE REQUIREMENTS FOR THIS UNIT

For all Outcomes, Evidence Requirements should be gathered at appropriate points during the Unit.

#### Outcome 1 — Performance and Product Evidence

Performance evidence, supported by an assessor observation checklist, is required to show that candidates can:

- ◆ organise production meetings as instructed by the director
- ◆ contribute effectively to production meetings
- ◆ book the required venue, equipment and facilities for the production shoot

Candidates are also required to produce written and/or oral evidence which covers the following for each production meeting:

- ◆ date
- ◆ time
- ◆ attendees
- ◆ venue
- ◆ notes and action points

Candidates must also produce a shooting script distribution list and call sheets (detailing the date and time each cast and crew member is required during filming).

Candidates must satisfy health and safety requirements.

#### Outcome 2 — Product and Performance Evidence

Candidates are required to produce product evidence in the form of:

- ◆ a shooting schedule for the director, cast and crew involved in the programme
- ◆ a log sheet for each scene within the programme detailing comments about individual scenes, camera takes, audio recordings and visuals
- ◆ a record of continuity errors for the director
- ◆ a record that copyright requirements have been satisfied

Performance evidence, supported by an assessor observation checklist, is also required to show that candidates can effectively contribute to production tasks as required by the director.

#### Outcome 3 — Performance Evidence

Performance evidence, supported by an assessor observation checklist, is required to show that candidates can:

- ◆ book appropriate edit facilities
- ◆ liaise with editor and director to facilitate editing process

## National Unit Specification: support notes

### UNIT Media: Television Production Assistant (SCQF level 5)

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 is an optional Unit within the National Certificate Group Award in Media (SCQF level 6), but can be taken as a free-standing Unit.

The purpose of this Unit is to introduce candidates to the planning, recording and finishing stages of video production with reference to the production assistant's role. The Unit will also introduce the necessity for the production assistant to liaise closely with the director and members of the cast and crew. The Outcomes follow typical broadcast media and industrial practices and although not universal they should share a commonality enabling the candidate to identify the key stages of production.

Following the completion of this Unit, candidates may choose to go on to develop directing skills through the F586 12 *Media: Directing a Single Camera Production* (SCQF level 6) Unit.

This Unit is suitable for candidates who have little previous knowledge or experience of the role of a Production Assistant in video production.

### GUIDANCE ON LEARNING AND TEACHING APPROACHES FOR THIS UNIT

It is suggested that the Outcomes are approached sequentially. The Outcomes are interrelated and the teacher/lecturer should choose how best to structure the teaching and practical activity to exploit the relationships.

Candidates may benefit from visiting a television studio during a programme shoot to allow observation of professional practice.

The focus of learning and teaching should be on practical activities where candidates are introduced to the pre-production, production and post-production tasks and given the opportunity to rehearse these procedures. Candidates should be advised to follow current industrial practice as closely as possible.

Examples of pre-production paperwork such as production meeting notes, scripts and call sheets may be used to demonstrate that although there are variations in format, such items share a commonality of functions and characteristics.

A variety of teaching methods could be employed in the achievement of the Outcomes, including one on one discussion between production assistant and director.

## National Unit Specification: support notes (cont)

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### OPPORTUNITIES FOR CORE SKILL DEVELOPMENT

Candidates will be producing written and/or oral communication evidence as part of the assessment. This offers ideal opportunities to develop aspects of the Core Skill of *Communication*.

Through the process of carrying out pre-production, production, and post-production activities candidates will have the opportunity to develop aspects of the Core Skill of *Problem Solving*.

Candidates are required to work with others during Outcome 1 while organising production meetings. This provides ideal opportunities to develop the Core Skill of *Working with Others*.

### GUIDANCE ON APPROACHES TO ASSESSMENT FOR THIS UNIT

The following approach to assessment is suggested:

Outcome 1, 2, and 3: Practical Project

Time should be allowed for any necessary re-assessment.

### 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 communications 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)*.

### CANDIDATES WITH DISABILITIES AND/OR ADDITIONAL SUPPORT NEEDS

The additional support needs of individual candidates should be taken into account when planning learning experiences, selecting assessment instruments, or considering alternative Outcomes for Units. Further advice can be found in the SQA document *Guidance on Assessment Arrangements for Candidates with Disabilities and/or Additional Support Needs* ([www.sqa.org.uk](http://www.sqa.org.uk)).