



National Unit Specification: general information

UNIT Media: Multi-Camera Studio Production Roles (SCQF level 6)

CODE F589 12

SUMMARY

The purpose of this Unit is to provide candidates with the knowledge and skills required to perform basic camera, lighting and sound operations during a Multi-Camera Studio production. This is a practical Unit in which candidates will be introduced to a range of job roles within a Multi-camera production and will then have the opportunity to use technical and artistic functions while performing four specific roles.

This Unit is suitable for candidates who are undertaking the study of this subject for the first time.

OUTCOMES

- 1 Explain the roles of key Multi-Camera Studio production personnel.
- 2 Perform the role of director in a Multi-Camera Studio production.
- 3 Perform the role of a camera operator in a Multi-Camera Studio production.
- 4 Perform the role of a lighting operator in a Multi-Camera Studio production.
- 5 Perform the role of a sound operator in a Multi-Camera Studio production.

RECOMMENDED ENTRY

Entry is at the discretion of the centre.

CREDIT VALUE

2 credits at Higher (12 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.*

Administrative Information

Superclass: KF

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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

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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

Explain the roles of key Multi-Camera Studio production personnel.

Performance Criteria

- (a) Identify the key production personnel involved in a Multi-Camera Studio production.
- (b) Explain the role of each of the key production personnel involved in a Multi-Camera Studio production.
- (c) Explain the working relationships between the key production personnel in a Multi-Camera Studio.

OUTCOME 2

Perform the role of director in a Multi-Camera Studio production.

Performance Criteria

- (a) Maintain effective communication with talent and crew.
- (b) Follow script effectively.
- (c) Direct studio floor personnel appropriately.
- (d) Direct gallery personnel appropriately.

OUTCOME 3

Perform the role of a camera operator in a Multi-Camera Studio production.

Performance Criteria

- (a) Perform operational checks on equipment prior to recording to ensure equipment is functioning correctly.
- (b) Correctly use camera functions to an appropriate technical standard during a production.
- (c) Frame and compose shots in a conventional aesthetic style appropriate to the production.
- (d) Operate camera in accordance with instructions from the director.
- (e) Clearly amend and annotate a Camera Card in response to operational requirements as the rehearsal and production progress.
- (f) Satisfy health and safety requirements.

National Unit Specification: statement of standards (cont)

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OUTCOME 4

Perform the role of a lighting operator in a Multi-Camera Studio production.

Performance Criteria

- (a) Set lights appropriate to lighting plot and prepare lighting desk prior to recording.
- (b) Correctly operate lighting desk to an appropriate technical and aesthetic standard during a production.
- (c) Operate lighting desk in accordance with instructions from the director.
- (d) Clearly amend and annotate a lighting plot in response to operational requirements as the rehearsal and production progress.
- (e) Satisfy health and safety requirements.

OUTCOME 5

Perform the role of a sound operator in a Multi-Camera Studio production.

Performance Criteria

- (a) Rig microphones and cables and prepare sound mixing desk prior to recording.
- (b) Correctly operate sound mixing desk to an appropriate technical and aesthetic standard during a production.
- (c) Operate sound mixing desk in accordance with instructions from the director.
- (d) Clearly amend and annotate a sound plot in response to operational requirements as the rehearsal and production progress.
- (e) Satisfy health and safety requirements.

National Unit Specification: statement of standards (cont)

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EVIDENCE REQUIREMENTS FOR THIS UNIT

Evidence is required which demonstrates that candidates have achieved all Outcomes and Performance Criteria.

Evidence should be gathered under open-book conditions at appropriate points in the Unit.

Outcome 1 — Written and/or Oral Evidence

Candidates are required to produce evidence which shows that they are able to identify the following key personnel:

- ◆ director
- ◆ production assistant
- ◆ sound operator
- ◆ camera operator
- ◆ lighting operator
- ◆ floor manager

Candidates must explain the role of each of these personnel in terms of the range of tasks that each person is responsible for.

They must also explain the working relationship between all of these personnel.

Outcome 2 — Performance Evidence

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

- ◆ maintain effective communication with talent and crew
- ◆ follow script effectively
- ◆ direct the following personnel:
 - camera operators
 - lighting operators
 - sound operators
 - vision mixer

National Unit Specification: statement of standards (cont)

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Outcome 3 — Performance and Product Evidence

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

- ◆ perform operational checks on:
 - own camera to ensure it can be powered up and the viewfinder is functioning and can be adjusted
 - own camera mounting (pedestal or tripod) to ensure ease of movement and repositioning
 - own cables to ensure ease of movement and repositioning
 - talkback (communication channel) to ensure it is functioning correctly
- ◆ correctly operate the focus and zoom functions of a camera to an appropriate technical standard during a production, and make appropriate technical adjustments involving exposure and white balance, in accordance with given a Camera Card
- ◆ frame and compose shots in a conventional aesthetic style appropriate to the production
- ◆ operate a camera in accordance with instructions from the director
- ◆ clearly and conventionally amend and annotate a Camera Card in response to operational requirements as the rehearsal and production progress
- ◆ satisfy health and safety requirements

Product evidence is also required in the form of a:

- ◆ recording of a production in which the candidate has performed basic camera operations for a minimum of five minutes.
- ◆ Camera Card listing the shots for an individual camera (as extracted from the overall script). This camera card should be amended and annotated to show changes in operational requirements as the rehearsal and production have progressed.

Outcome 4 — Performance and Product Evidence

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

- ◆ set lamps in accordance with the given lighting plot and prepare lighting desk prior to recording. Preparation must involve ensuring operational controls are functioning properly; communication equipment is working; dimmers, control desk and peripherals are powered up and functioning properly; lanterns, accessories and other lighting elements are tested; and lighting cues are in place.
- ◆ correctly operate lighting to an appropriate technical and aesthetic standard during a production.
- ◆ operate a lighting desk in accordance with instructions from the director.
- ◆ amend and annotate a lighting plot in a clear and conventional manner in response to operational requirements as the rehearsal and production progress.
- ◆ satisfy health and safety requirements.

National Unit Specification: statement of standards (cont)

UNIT Media: Multi-Camera Studio Production Roles (SCQF level 6)

Product evidence is required in the form of a:

- ◆ recording of a production in which the candidate has performed basic lighting operations for a minimum of five minutes.
- ◆ lighting plot. This lighting plot should be amended and annotated to show changes in operational requirements as the rehearsal and production have progressed. The lighting plot must indicate in diagrammatical form the position, direction and setting for each lamp.

Outcome 5 — Performance and Product Evidence

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

- ◆ rig microphones and attach and route cables, or connect wireless microphones, to a Sound Mixing Desk prior to recording in accordance with a given sound plot.
- ◆ select an appropriate type of output to recording device, loudspeaker and monitor prior to recording.
- ◆ set sound levels prior to recording.
- ◆ correctly operate a sound mixing desk to an appropriate technical and aesthetic standard during a production. Candidates must appropriately monitor audio levels, use meters to avoid distortion, use audio gain controls and faders to increase and decrease sound output levels, and simultaneously mix multiple sound sources.
- ◆ amend and annotate a sound plot in a clear and conventional manner in response to operational requirements as the rehearsal and production progress.
- ◆ satisfy health and safety requirements.

Product evidence is required in the form of:

- ◆ a recording of a production in which the candidate has performed basic sound operations for a minimum of five minutes.
- ◆ a sound plot. This sound plot should be amended and annotated to show changes in operational requirements as the rehearsal and production have progressed. The sound plot must indicate in diagrammatical form the type and position of microphones on the studio floor, and the input channel for each microphone and additional sources such as CD or VT at the Sound Mixing Desk.

National Unit Specification: support notes

UNIT Media: Multi-Camera Studio Production Roles (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 80 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 skills and work-processes necessary to undertake the basic operational roles of camera, lighting and sound in a Multi-Camera Studio environment. These roles combine both technical and artistic functions. This Unit is designed to be practical in nature.

A Multi-Camera Studio production requires a large team of both Production staff and crew, both in the Gallery (control room) and on the Studio Floor. Each team member must understand their own role and those of others in creating a successful recording. Candidates should be made aware that in an increasingly multi-skilled environment, workers are often expected to be able to perform a wide range of tasks and be flexible in their approach to duties undertaken, over and above their own specialist role.

An explanation of the structure and function of the studio, the equipment used, and the roles of the team members should be given. Studio Production roles should mirror the approaches and techniques of the television industry. Candidates should be introduced to standard television terminology and should be encouraged to use this throughout the Unit.

A general understanding of current laws and good practice with regard to Health and Safety when undertaking Multi-Camera operations is required. This applies in particular to lighting operations.

This Unit is suitable for candidates with little or no experience of multi-camera studio operations and roles.

GUIDANCE ON LEARNING AND TEACHING APPROACHES FOR THIS UNIT

For Outcome 1 candidates should be given an explanation of the roles, tasks and working relationships of key production personnel involved in a Multi-Camera Studio production.

In Outcome 2, candidates should provide leadership in the studio situation. It is expected at this level that candidates would be following a script provided to them. They should use standard TV studio communication practice to direct studio floor and gallery personnel to realise that script. Candidates should participate in group work activities where they would experience each of the roles involved. They should also review professionally produced television programmes and review how scripts and storyboards relate to realised programming.

National Unit Specification: support notes (cont)

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In Outcome 3 candidates should be shown how to undertake preparatory operational checks on cameras and mountings, such as a pedestal or tripod. Mounts and cables should be checked for ease of movement and repositioning. Talkback (communication channel) should be checked and its purpose and conditions of use explained. Cameras should be powered-up and the viewfinder functioning and adjusted. Operation of focus and zoom controls and appropriate use should be demonstrated — other technical adjustments involving exposure and white balance which are controlled by Remote Control unit should also be explained. The purpose and use of camera cards should be explained. This list of shots for an individual camera is extracted from the overall camera script and contains instructions for only one camera. In addition to shots scripted in advance, camera operators need to respond to verbal instructions from the Director. Camera operators are expected to amend and annotate their camera card in a clear and conventional manner as the rehearsal and production progresses in response to operational requirements.

Each candidate should be given several opportunities to operate the camera to increase their competence and confidence.

In Outcome 4 candidates should be shown a basic lighting setup appropriate for a multi-camera studio production. They should be shown how to check that lights are set and how to trim them ie make any necessary adjustments. Candidates should be made aware of Health & Safety issues when using hot lamps and electrical power. The purpose and use of the Lighting Desk including the use of faders for bringing lights up and down should be demonstrated. The purpose and use of a lighting plot should be explained. This diagram indicates the position, direction and setting for each lamp. Lighting operators are expected to amend and annotate their lighting plot in a clear and conventional manner in response to operational requirements.

Each candidate should be given several opportunities to set and trim lights and to operate the Lighting Desk to increase their competence and confidence.

In Outcome 5 candidates should be shown how to rig the studio ie position microphones and attach and route cables, or connect wireless microphones, to a Sound Mixing Desk. The purpose and function of the Sound Desk should be explained, including mic and line inputs and types of output to recording device, loudspeakers and monitor. The procedure for setting sound levels should be demonstrated. The importance of monitoring audio levels and the use of meters to avoid distortion should be explained.

The use of audio gain controls and faders, to increase and decrease sound output levels and simultaneously mix multiple sound sources, should be demonstrated. The purpose and use of a sound plot should be explained. This diagram indicates the type and position of microphones on the studio floor, and the input channel for each microphone and additional sources such as CD or VT at the Sound Mixing Desk. Sound supervisors are expected to amend and annotate their sound plot in a clear and conventional manner in response to operational requirements.

Each candidate should be given several opportunities to rig microphones and to operate the Sound Desk to increase their competence and confidence.

National Unit Specification: support notes (cont)

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OPPORTUNITIES FOR CORE SKILL DEVELOPMENT

Candidates will be required to communicate and follow instructions from a director during Outcome 2, 3 and 4. This offers ideal opportunities to develop aspects of the Core Skill of *Communication* as well as *Working with Others*.

GUIDANCE ON APPROACHES TO ASSESSMENT FOR THIS UNIT

As there are three distinct roles to be assessed in this 2 credit Unit, centres are advised that a recording schedule should be devised to ensure that there are sufficient assessment opportunities on a number of productions.

The following approaches to assessment are suggested:

Outcome 1	Short Report
Outcome 2	Practical exercise
Outcome 3	Practical exercise
Outcome 4	Practical exercise

It is recommended that each candidate places completed camera cards, lighting plots and sound plots in a Production File.

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).