



Regulated Qualifications Unit and Assessment Specification

Unit title	Co-ordinate the Sound Requirements for a Rehearsal
Regulator unit code	H/503/5245
SQA unit code	H8MW 70
SSC Ref	SL25

History of changes

Publication date: July 2016

Version: 02 (October 2017)

Version number	Date	Description	Authorised by
02	October 2017	Unit Specification updated to reflect current Ofqual terminology.	Qualifications Officer

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Regulated qualifications unit specification

Title	Co-ordinate the Sound Requirements for a Rehearsal	
Level	3	
Credit value	4	
Learning outcomes	Assessment criteria	
The learner will:	The learner can:	
1 Know how to co-ordinate a sound rehearsal.	1.1 Critically compare the difference between: <ul style="list-style-type: none"> ◆ rehearsals ◆ technical rehearsals ◆ dress rehearsals ◆ previews 	
	1.2 Define the role of the sound designer in the differing range of rehearsals.	
	1.3 Summarise the problems that may occur during the various forms of rehearsal.	
	1.4 Describe the improvements that can be made to resolve common problems identified during rehearsals.	
	1.5 Explain the importance of retaining the overall integrity of the sound design.	
	1.6 Explain the importance of rehearsals in identifying the effectiveness of sound cues.	
	1.7 Summarise how on-stage locations for sound cues can be identified.	
	1.8 Describe the working practices that should be implemented in regards to the sound control position including: <ul style="list-style-type: none"> ◆ organisation ◆ maximising its capabilities ◆ operation during rehearsal and performance ◆ fault finding ◆ first line maintenance 	
	1.9 Illustrate the importance of plotting and modifying sound cues to meet the sound design requirements.	

Learning outcomes	Assessment criteria
The learner will:	The learner can:
<p>2 Know how to co-ordinate a sound rehearsal in conjunction with colleagues.</p>	<p>2.1 Summarise the importance of consulting with other creative staff and technical teams prior to and during rehearsals.</p> <p>2.2 Explain the importance of liaising with performers at an early stage and during rehearsals regarding radio microphone positions.</p> <p>2.3 Describe the importance of making sure that stage management has an up-to-date list of sound cues.</p> <p>2.4 Describe the importance of communicating with other members of the sound team whilst plotting sound.</p> <p>2.5 Explain the importance of documenting the sound plot clearly and accurately.</p> <p>2.6 State the importance of archiving the sound plot for future use.</p> <p>2.7 Explain the importance of responding promptly to requested alterations.</p>
<p>3 Be able to co-ordinate a sound rehearsal.</p>	<p>3.1 Judge the effectiveness of the sound design and how it complements other aspects of the production.</p> <p>3.2 Implement relevant sound cues during rehearsals.</p> <p>3.3 Establish effective radio microphone positions with performers and sound operators.</p> <p>3.4 Negotiate with relevant staff to agree on the positioning of radio microphones.</p> <p>3.5 Identify potential problems in achieving the sound design.</p> <p>3.6 Implement any alterations to the sound design in consultation with other creative and technical staff whilst retaining the overall integrity of the design.</p>

Learning outcomes	Assessment criteria
The learner will:	The learner can:
	3.7 Confirm that stage management staff have an accurate sound plot with cue positions incorporated into the prompt copy of the production.

Additional information about the unit
Unit purpose and aim(s)
This unit aims to assess the learner's ability to co-ordinate the rehearsal and testing of the sound system to ensure that it meets the sound design and the requirements of the production. This includes preparing plots of sound cues.
Unit start date
01/11/14
Details of the relationship between the unit and relevant national occupational standards (if appropriate)
N/A
Details of the relationship between the unit and other standards or curricula (if appropriate)
N/A
Assessment requirements specified by a sector or regulatory body (if appropriate)
Creative and culture skills overarching assessment principles. This unit has been developed in line with the principles of 'The assessment strategy' applicable to all regulated qualifications occupational qualifications at all levels within the creative and cultural footprint. The assessment principles have been designed to supplement the guidance issued by the regulatory authorities, including the additional regulatory requirements for qualifications of the type NVQ within the regulated qualifications, and guidance issued by awarding organisations.
Endorsement of the unit by a sector or other appropriate body (if required)
N/A
Location of the unit within the subject/sector classification system
9.2 Crafts, Creative Arts and Design
Name of the organisation submitting the unit
SQA
Guided Learning Hours
26

Regulated qualifications assessment specification

Assessment (evidence) requirements

Assessors must ensure that learners provide evidence to cover all the learning outcomes and assessment criteria.

This unit is designed to assess the skills of learners in the workplace. Evidence of occupational competence should be generated and collected through performance in workplace conditions. This includes the knowledge-based learning outcomes and assessment criteria of the competence units.

These conditions would be those typical to the learner's normal place of work. The evidence collected under these conditions should also be as naturally occurring as possible. It is accepted that not all employees have identical workplace conditions and therefore there cannot be assessment conditions that are identical for all learners. However, assessors must ensure that, as far as possible, the conditions for assessment should be those under which the learner usually works.

Collection of evidence of performance can be used to substantiate, support and expand the evidence base for competent performance. This may include:

- ◆ Observation
- ◆ Product and photographic evidence
- ◆ Relevant active documentation, reports, presentations

Performance evidence: Observation

Observation of performance at work. Assessors must provide information about the context of the assessment.

Performance evidence: Products

Work products (such as reports, letters, memos, printouts, presentations, etc) are valuable items of performance evidence. Assessors are encouraged to assess work products and record the location of evidence within their assessment records. Assessment centres using 'paperless portfolios' should first discuss their approach to assessment with their awarding body.

Guidance on methods/Instruments of assessment

This unit is designed to assess the knowledge of learners in the workplace. Learning outcomes may be assessed by a work-based assessment or by observation/product evidence/witness testimony. Online assessment may also be used. The collection of supplementary evidence of performance can be used to further substantiate, support and expand the evidence base for competent performance where this is necessary. This may be required depending on the size of the organisation in which the learner is working.

Supplementary evidence may include:

- ◆ Questioning
- ◆ Professional discussion
- ◆ Witness testimony
- ◆ Other valid evidence which relates directly to learner performance

Guidance on methods/Instruments of assessment (cont)

Supporting evidence: Questioning

Assessment by observation and examination of work products usually results in inferred knowledge. As a result, questions should only be asked to fill gaps where knowledge is not explicit. This style of assessment still requires the assessor to confirm how knowledge and understanding has been addressed but avoids over assessment of the learner.

Questioning includes: verbal and written questioning, questionnaires, work-based tasks, reflective accounts, case studies, professional discussion and feedback reports.

Supporting evidence: Professional discussion

Professional discussion is a single, or series of structured, planned and in-depth discussions which can be recorded electronically or manually in paper, computer, audio or video files. Professional discussions can be used to support observation reports, examination of work products and knowledge questionnaires. It is more usually used to fill in gaps in existing performance and knowledge evidence. It can be used formatively and summatively, and using it enhances the assessment process for both learners and assessors.

Professional discussion is used in holistic assessment, which is rigorous, informative and cost-effective, provided the learner is competent in their job role and ready to be assessed. If these conditions are met, assessors can plan to assess naturally-occurring 'evidence-rich' opportunities at work by observation, examination of work products, professional discussion and questioning knowledge within one assessment session. It is also possible for assessors to obtain witness testimonies at the same assessment session. Such a comprehensive activity is likely to focus on major work activities that demonstrate learner competence.

Supporting evidence: Witness testimony

Witness testimony can provide valuable evidence of learner competence. In line with established principles it must be:

- ◆ a clear, authentic statement indicating how the learner carries out their job
- ◆ dated, signed and include the job title of the witness

Supporting evidence: Other qualifications

Other qualifications can be used as supporting evidence in a learner's portfolio. The qualification must be current and be benchmarked to one or more of the national occupational standards. However, it will only be supporting evidence, as assessors must still make judgements about how the learner demonstrates competence at work.

SQA's guide to assessment provides information on appropriate instruments of assessment. This guide is designed to provide support for everyone who assesses for SQA qualifications. It looks at the principles of assessment, and brings together information on assessment in general as well as on best practice in assessment.

The *guide to assessment* can be downloaded free from SQA's website www.sqa.org.uk.

Creative and cultural skills overarching assessment principles also supports the assessment of this unit.