XSQA

Arrangements for:

HNC Photography

Group Award Code: G86M 15

HND Photography

Group Award Code: G86W 16

Validation date: March 2006

Date of original publication: November 2006

Version: 07 (May 2015)

Acknowledgement

History of changes

It is anticipated that changes will take place during the life of the qualification and this section will record these changes. This document is the latest version and incorporates the changes summarised below. Centres are advised to check SQA's APS Navigator to confirm they are using the up to date qualification structure.

NOTE: Where a Unit is revised by another Unit:

♦ No new centres may be approved to offer the Unit which has been revised.
♦ Centres should only enter candidates for the Unit which has been revised where they are expected to complete the Unit before its finish date.

Version number	Description	Date
07	**Revision of Unit:** DE1K 33 Workplace Communication in English has been revised by H8T2 33 and finishes on 31/07/2016.	18/05/15
06	**Revision of Units**: D77G 34 *Communication: Practical Skill* revised by H7MB 34. DK2K 34 *Getting Started in Business* revised by H7V4 34 *Preparing to Start a Business* finishing 31/07/2016. *Art and Design Context: Personal Investigation* (F0MF 35) added as an optional Unit to HND framework.	06/11/14
05	**Revision of Unit**: DM0V 34 *Creative Industries: An Introduction* has been revised by H4A1 34 and will finish on 31/07/2015.	24/09/13
04	**Changes to codes**: *Photography: Applied Techniques* from DW7X 34 *(lapse date 31/07/2013, finish date 31/07/2015)* to H37W 34. *Web Design: An Introduction* from DV5M 34 *(lapse date 31/07/2013, finish date 31/07/2015)* to H383 34. *Art and Design: Desktop Publishing and Layout* from DV95 34 *(lapse date 31/07/2013, finish date 31/07/2015)* to H382 34. **Changes to codes and titles**: *Photography: Image Editing 1* from DW86 34 *(lapse date 31/07/2013, finish date 31/07/2015)* to *Photography: Image Editing* H37X 34. *Photography: Image Editing 2* from DW87 35 *(lapse date 31/07/2013, finish date 31/07/2015)* to *Photography: Advanced Image Editing* H37V 35.	04/03/13
03	Revision of *Photography: Portraiture* (DW8C 34) (lapse date 31/07/2012, finish date 31/07/2014).Revision of *Photography: Location Stock* (DW89 34) (lapse date 31/07/2012, finish date 31/07/2014).Revision of *Photography: Social Photography* (DW8D 34) (lapse date 31/07/2012, finish date 31/07/2014).	12/11/12
02	Addendum re updated HNC/HND frameworks.	31/03/11

Contents

1   Introduction

This is the Arrangement Document for the revised Group Awards in HNC and HND Photography which were validated in March 2006. This document includes: background information on the development of the Group Award, its aims, guidance on access, details of the Group Award structure, and guidance on delivery.

These HNC/HND Awards replace a variety of locally devised HN Photography Awards.

The new HN qualifications in Photography are designed to equip candidates with the knowledge, understanding and skills required for success in current and future employment or progression to further academic and/or professional qualifications.

2   Rationale for the revision of the awards

2.1   Background and Rationale

Photography plays an increasingly significant core function within the Creative Industries and also within the commercial and scientific community in Scotland. Vocational opportunities in Photography continue in Scotland, but the required skill set has changed to reflect the changes in imaging technology and demands of employers for a technologically aware and flexible workforce.

Many individuals have the ability to capture a digital image using technology as diverse as a mobile phone or complex single lens reflex digital camera. However, the complex skill set required to meet the needs of the Creative Industries or Higher Education are best embedded in a well structured HNC/HND course.

The camera has become both a tool and medium in almost every area of the Creative Industries. Fine Art practitioners are now embracing digital imaging technology and using it as a medium in its own right, or combining it with conventional photographic techniques.

From a vocational perspective the HN Photography frameworks will meet the increasingly demanding needs of an industry in change. Employers require the next generation of Photography graduates to have the traditional skills of image making combined with an ability to work comfortably in the ever changing digital environment.

These new Group Awards will also improve the opportunities for candidates to make the progression to degree award courses by providing a sound, well structured foundation of the critical and analytic skills sought by HE institutions.

The HNC/HND in Photography will allow individual centres the opportunity for specialisation within a specified subject area by way of the optional Units provided in the validated award.

2.2 Market research, consultation development process

A market research strategy was formulated by the Qualification Design Team (QDT). Evidence gathered through market research identified the support for these stronger and more comprehensive frameworks which allow for greater areas of integration which will assist candidates in their completion of the awards.

It is recognised that Further Education has to cater for a variety of different candidate requirements and aspirations. Many candidates continue to use the HNC and HND programmes as a stepping stone to Higher Education and, therefore, it is essential that creativity of thought as well as professional practice is delivered within such programmes of study.

Consultation details are summarised in the following table:

Stakeholder	Method of Consultation
Employers	♦ Initial questionnaire sent to employers ♦ Questionnaire responses followed up by telephone calls
Candidates	♦ Questionnaires distributed to candidates who were currently studying HNs in Photography – 100% response
HE	♦ Questionnaire and draft frameworks sent to HE centres offering related degree programmes
Delivering Centres	♦ Questionnaires and draft frameworks sent to all delivering centres

The process was overseen by a Qualification Design Team who met on a regular basis.

3 Aims of the award

The aims of the HNC/HND Group Awards have been divided into general aims and subject-related (specific) aims.

3.1 General aims of the award

All HNC/HNDs have a range of broad aims that are generally applicable to all equivalent HE qualifications, eg:

1   Developing awareness of creative process.
2   Developing a visual language.
3   Developing critical and evaluative thinking.
4   Developing problem solving.
5   Developing communication skills and presentation techniques.
6   Developing the ability to be flexible and to work co-operatively with others.
7   Developing personal effectiveness.
8   Developing the ability to take responsibility for one's own learning.
9   Developing study and research skills.

10   Developing skills in IT.
11   Developing current employment skills and expertise.
12   Providing opportunities for career planning.
13   Enhancing employment prospects for candidates undertaking the course/s.
14   Enabling progression within the SCQF including progression to HE.

3.2   Specific aims of the award

The mandatory Units will provide candidates with a foundation of skills and knowledge that would be expected from studying photography at HN level.

The general aims of the awards should underpin specific knowledge for a candidate studying Photography within a vocational context.

Three main specialist subjects have been identified within the HNC qualification. The Theory Unit will underpin the three practical subjects: Portraiture, Applied and Still Life Photography. The development of knowledge and skills will be confirmed and reinforced by the Graded Unit. These Units are mandatory within the HNC qualification.

The HND award follows a similar structure. This will give candidates the opportunity to gain extremely advanced skills within a Photographic specialism, which will strongly enhance the candidate's prospects of successful progression into either employment or Higher Education.

Candidates should be encouraged to research, develop and evaluate their work in response to their subject choice.

Other subject-related aims are to:

15   Develop an understanding of the historical and/or contemporary practitioners, two within the subject areas.
16   Develop an open-minded, critical and evaluative approach to study.
17   Develop investigation and research skills.
18   Gain knowledge and understanding of different research methods.
19   Gain knowledge of different aesthetic and technical approaches from a variety of subjects and enable the candidate to adopt as comprehensive an approach as possible.
20   Develop an understanding of Colour Management.
21   Gain knowledge and understanding of digital imaging techniques.

Having experience of different subjects within the context of Photography will allow candidates to make informed choices for later specialisation if so desired. However, if needed for articulation purposes, it will be possible for candidates to choose a variety of different subject areas within each Group Award rather than focusing on a dedicated specialism.

3.2.1 Skills development

The following additional skills will also be developed:

1 The ability to evaluate aesthetic and technical concepts.
2 The application of aesthetic theoretical concepts to photographic projects.
3 Critical analysis.
4 Creative intuition.
5 Evaluative skills.
6 An understanding of the role of computer and digital technology within the Photography subject areas

The new qualifications will sustain the incremental progression through the range of Photography qualifications now available from Intermediate 2 level to HND level.

3.2.2 Summary

The specific aims and development of skills are attained through achievement of all mandatory and selected optional Units and confirmed and reinforced by Graded Units.

3.3 Target groups

The Photography HN Group Awards are suitable for a wide range of candidates including:

♦ School leavers
♦ Candidates who have completed a NQ programme in a creative arts subject
♦ Adult returners to education
♦ Candidates in employment
♦ Self-employed individuals

3.4 Employment opportunities

Market research confirmed that candidates who gained these HNC/HND vocational qualifications would have employment opportunities in the following areas:

♦ Commercial photography
♦ Social photography
♦ Scientific and medical photography
♦ Press and journalism
♦ Television and film production
♦ Multimedia production
♦ Publishing
♦ Design agencies
♦ Print, processing and post-production facilities
♦ Advertising

3.5 Articulation

The HN Photography programmes can facilitate articulation into the following degree programmes:

BIPP Professional Qualifying Exam (PQE)
BA (Hons) Photography
BA (Hons) Film and Television
BA (Hons) Digital Art
BA (Hons) Design and Craft — Photographic and Electronic Media
BA (Hons) Multimedia

An HND award can lead to articulation into year 2 or year 3 of a degree programme. The exact level of articulation is at the discretion of each university. Candidates' suitability will be assessed at interview and by the presentation of a portfolio.

4 Access to awards

The existing HNC/HND Photography programmes attract a wide range of applicants from different backgrounds and experiences. Access should be at the discretion of the centre but, given the demands of the programme, it is advisable that candidates demonstrate achievement in one or more of the following:

4.1 Prior Qualifications

(a) Secondary Education

- SQA National Units and courses in appropriate subjects at Higher level
- GSVQ (level 3) Art and Design or other appropriate awards
- SGA in Art and Design at Intermediate 2 level, with additional appropriate Highers
- SGAs at Advanced Higher level with appropriate subjects
- Specialisms appropriate to the HNC/HND Photography evidenced by appropriate qualification

(b) Further Education

- SQA National Units and courses in appropriate subjects at Higher level
- GSVQ (level 3) Art and Design or other appropriate awards
- SGA in Art and Design at Intermediate 2 level, with additional appropriate Highers
- SGA at Advanced Higher level with appropriate subjects
- GCE 'A' levels in appropriate subjects
- Specialisms appropriate to HNC/HND Photography evidenced by appropriate qualifications or work experience

(c) Centres should refer to national guidelines on social inclusion and wider access, taking into account applicants' previous experience life skills and potential ability.

4.2 Work Experience

Mature candidates with suitable work experience will be accepted for entry provided the enrolling centre believes the candidate is likely to benefit from undertaking the award.

4.3 Entry to Year 2 HND

In order to achieve the HND in Photography candidates must gain 30 credits. While ideally the full-time student should be encouraged to achieve 15 credits in each year, wider access should be provided to cater for the needs of those, for example, who have achieved the HNC at day release or evening classes or in other colleges. Candidates would therefore be expected to have a minimum of 12 credits on entry to year 2 and these would include the HNC mandatory Units. Candidates with qualifications of an equivalent nature should be given opportunities in APL (Accreditation of Prior Learning) or Accelerated Assessment to enter year 2 of the HND award.

4.4 Core Skills

Recommended Core Skills entry level is:

Communication	SCQF level 5
Problem Solving	SCQF level 5
Working with Others	SCQF level 5
Numeracy	SCQF level 5
Information Technology	SCQF level 5

4.5 English as an additional language

For candidates where English is not their first language it is recommended that they possess English for Speakers of other languages (ESOL) SCQF level 5 or a score of 5.5 in (IELTS)

5 Awards structure

Both group awards adhere to the design principles given below.

5.1 Design Principles for HNCs and HNDs

SCQF level and credit points:

- ♦ HNCs shall be designed to be at SCQF level 7 and shall comprise 96 SCQF credit points.
- ♦ HNDs shall be designed to be at SCQF level 8 and shall comprise 240 SCQF credit points.
- ♦ HNCs should incorporate at least 48 SCQF credit points at SCQF level 7.
- ♦ HNDs should incorporate at least 64 SCQF credit points at SCQF level 8.

Core Skills

♦ HNC and HND programmes shall incorporate opportunities for candidates to develop Core Skills.
♦ HNCs and HNDs should clearly include opportunities for candidates to develop Core Skills to levels required by the occupations or progression pathways the HNs support. This would mean that all five Core Skills should be developed in every HN programme.

Mandatory Section

♦ HNCs should include a mandatory section of at least 48 SCQF credit points including a Graded Unit.
♦ HNDs should include a mandatory section of at least 96 SCQF credit points, including Graded Units.

Graded Units

♦ HNCs should include one group award Graded Unit of 8 SCQF credit points at SCQF level 7.
♦ HNDs should include one group award Graded Unit of 8 SCQF credit points at SCQF level 7, plus 16 SCQF credit points of Graded Unit(s) at SCQF level 8.

The purposes of Graded Units are to assess the candidate's ability to integrate and apply the knowledge and/or skills gained in the individual HN Units to demonstrate that they have the principal aims of the Group Award, and grade candidate achievement.

The Scottish Credit and Qualifications Framework (SCQF)

Due cognisance has been taken of the requirements of the Scottish Credit and Qualifications Framework (SCQF) in the design of these awards. This means that the HNC award will be broadly equivalent to the first year of a Scottish degree, while the HND award will be broadly equivalent to the first and second years of a Scottish degree.

5.1.1   HNC Photography Framework

Mandatory Units

Unit Title	Code	SCQF Credit points	SCQF level	SQA Credit Value
Photography: Theory	DW8E 34	8	7	1
*Photography: Portraiture	H1LK 34	16	7	2
Photography: Applied Techniques	H37W 34*	8	7	1
Photography: Studio Still Life	DW7T 34	16	7	2
Photography: Graded Unit 1	DW91 34	8	7	1

Optional Units (5 credits required)

Unit Title	Code	SCQF Credit points	SCQF level	SQA Credit Value
Digital Imaging*	FD69 34	8	7	1
Photography : Darkroom Techniques	DW81 34	8	7	1
Photography: Image Editing	H37K 34*	8	7	1
Art and Design Context*	FD63 35	8	7	1
Photography: Corporate	DW80 34	16	7	2
Art and Design Creative Process	DV5T 34	8	7	1
*Photography: Social Photography	H1LM 34	8	7	1
*Photography: Stock	H1LL 34	8	7	1
Photography: Large Format Imaging	DW88 35	8	8	1
Photography: Environment	DW83 35	8	8	1
Photography: Documentary	DW82 35	16	8	2
Photography: An Introduction*	DW6C 34	8	7	1
Art and Design: Desktop Publishing and Layout	H382 34*	8	7	1
Web Design: An Introduction	H383 34*	8	7	1

*Refer to History of Changes and Addendum for revision changes.

*Addendum 25 March 2011

As of 1 August 2011 the following Units have been revised and recoded as:

FD69 34   *Digital Imaging*
FD63 35   *Art and Design Context*

The following Unit has been added to the optional section of the framework with immediate effect:

DW6C 34   *Photography: An Introduction*

5.1.2 HND Photography Framework

Mandatory Units

Unit Title	Code	SCQF Credit points	SCQF level	SQA Credit Value
Photography: Theory	DW8E 34	8	7	1
*Photography: Portraiture	H1LK 34	16	7	2
Photography: Applied Techniques	H37W 34*	8	7	1
Photography: Studio Still Life	DW7T 34	16	7	2
Photography: Graded Unit 1	DW91 34	8	7	1
Creative Industries: An Introduction*	H4A1 34	8	7	1
Photography: Exhibition	DW84 35	8	8	1
Photography: Photojournalism	DW8A 35	16	8	2
Photography: Advertising	DW7V 35	16	8	2
Photography: Graded Unit 2	DX0D 35	16	8	2

Optional Units Group 1 (from 5 to 9 credits required)

Unit Title	Code	SCQF Credit points	SCQF level	SQA Credit Value
Photography: Environment	DW83 35	8	8	1
Photography: Advanced Image Editing	H37V 35*	8	8	1
Photography: Documentary	DW82 35	16	8	2
Photography: Alternative Process	DW7W 35	8	8	1
Photography: Fashion	DW85 35	16	8	2
Photography: Architecture	DW7Y 35	8	8	1
Photography: Large Format Imaging	DW88 35	8	8	1
Photography: An Introduction	DW6C 34	8	7	1

Optional Units Group 2 (from 3 to 10 credits needed)

Unit Title	Code	SCQF Credit points	SCQF level	SQA Credit Value
Digital Imaging*	FD69 34	8	7	1
Photography: Darkroom Techniques	DW81 34	8	7	1
Photography: Image Editing	H37X 34*	8	7	1
Art and Design Context*	FD63 35	8	7	1
*Photography: Location Stock	H1LL 34	8	7	1
Photography: Corporate	DW80 34	16	7	2
Photography: Social Photography	H1LM 34*	8	7	1
Art and Design: Creative Process	DV5T 34	8	7	1
Web Design: An Introduction	H383 34*	8	7	1
Communication: Practical Skills	H7MB 34*	8	7	1
Work Experience	DV0M 34	8	7	1
Preparing to Start a New Business	H7V4 34*	8	7	1
Digital Video for Artists and Designers	DX34 35	8	8	1
Art and Design: Desktop Publishing and Layout	H382 34*	8	7	1
Art and Design Context: Personal Investigation	F0MF 35*	8	8	1

Optional Units Group 3 (up to 3 credits needed)

Unit Title	Code	SCQF Credit points	SCQF level	SQA Credit Value
Work Role Effectiveness	DG6E 34	24	7	3
Work Role Effectiveness	DG6G 35	24	8	3
Workplace Communication in English	H8T2 33*	8	6	1
Personal Development Planning	DE3R 34	8	7	1

*Refer to History of Changes and Addendum (page 8) for revision changes.

5.1.3 Type of Graded Unit

The HNC and HND Graded Units will be projects in the form of practical assignments. It is recommended that the candidate should have completed or be in the process of completing the majority of the award prior to undertaking the Graded Unit. The Graded Unit will cover a range of knowledge/skills achieved through studying the mandatory Units.

An Assessment Exemplar will be available for the Graded Unit to support centres in their delivery of the Graded Unit. Alternatively, it is proposed that centres wishing to use their own assessment materials may do so after prior moderation of materials.

5.1.4 Rationale for Graded Unit Assessments

In Photography the most common method of gaining employment is through attending an interview with the presentation of a portfolio of work. This is also the way in which candidates progress on to creative industry and art and design degree programmes and Higher Education Institutes.

The Qualification Design Team agreed that the Graded Unit would provide an ideal opportunity for candidates to integrate the knowledge and skills gained in the Mandatory Units in the form of a practical assignment which would contribute substantially to the overall portfolio of work achieved by undertaking the Photography award.

5.1.5 Core Skills

Core Skills are not formally assessed in the HNC/HND awards. However, candidates completing these awards will have the opportunity to develop Core Skills at the undernoted levels:

♦ Communication   SCQF level 6
♦ Problem Solving   SCQF level 6
♦ Working with Others   SCQF level 6
♦ Numeracy   SCQF level 6
♦ Information Technology   SCQF level 6

Further details of Core Skill mapping against the HN Units and the opportunities to develop Core Skills are given in Appendices 1 and 2.

5.2 General and specific aims linked with individual Units

HNC Mandatory Units

Unit Title	Code	SCQF level	SQA Credit Value	Aims
Photography: Theory	DW8E 34	7	1	1, 2, 3, 4, 16,
Photography: Portraiture	DW8C 34	7	2	All 3.1 + 3.2
Photography: Applied Techniques	DW7X 34	7	1	All 3.1 + 3.2
Photography: Still Life Studios	DW7T 34	7	2	All 3.1 + 3.2
Photography: Graded Unit 1	DW91 34	7	1	All 3.1 + 3.2

HND Mandatory Units

Unit Title	Code	SCQF level	SQA Credit Value	Aims
Photography: Theory	DW8E 34	7	1	1, 2, 3, 4, 16
Photography: Portraiture	DW8C 34	7	2	All 3.1 + 3.2
Photography: Applied Techniques	DW7X 34	7	1	All 3.1 + 3.2
Photography: Still Life Studios	DW7T 34	7	2	All 3.1 + 3.2
Photography: Graded Unit 1	DW91 34	7	1	All 3.1 + 3.2
Creative Industries: An Introduction	DMOV 34	7	1	2, 3, 4, 5, 7, 8, 9, 12, 15, 16, 17, 18
Photography: Exhibition	DW84 35	8	1	All 3.1 + 3.2
Photography: Photojournalism	DW8A 35	8	2	All 3.1 + 3.2
Photography: Advertising	DW7V 35	8	2	All 3.1 + 3.2
Photography: Graded Unit 2	DX0D 35	8	2	All 3.1 + 3.2

5.3 Articulation, professional recognition and credit transfer

Candidates who have successfully completed the HND Photography may be considered for entry into the British Institute of Professional Photography Professional Qualifying Exam, post graduate courses, or Photography Degree courses throughout the United Kingdom. It is recommended that candidates applying to degree courses undertake the Art & Design Context Unit.

Candidates who have achieved an HND in Photography and who choose to go on to Higher Education usually progress into the 2nd year of many degree courses, with some universities allowing entry into 3rd year.

5.3.1 Credit Transfer Arrangements

Candidates may be given credit transfer between HNC/HND Units (developed using 1988 design principles) and the new HN Units (developed using 2003 design principles).

A candidate who is transferring from an award in the same subject areas, with a 12 credit HNC (or having completed the 15 credits necessary for the first part of a HND) should:

♦ achieve a Graded Unit(s) of 16 SCQF points at level 8
♦ be given opportunities to develop Core Skills
♦ be given credit for the Units achieved in the previous award
♦ achieve the mandatory Units in this award by credit transfer or normal study
♦ obtain the remaining SCQF credit points required at the SCQF level to gain the award (either by credit transfer or normal study)

Credit transfer can be given where there is broad equivalence between the subject related content of the Unit (or combination of Units).

Candidates who are given credit transfer between current HNC/HND Units and the new HN Units must still satisfy all other conditions of the award of the new principles HNC/HND including the mandatory Units and the correct number of credits at the correct SCQF level.

Appendix 3 gives further information on credit transfer between old and new HN Photography Units.

6 Approaches to delivery and assessment

6.1 Content and Context

The HNC/HND Photography are specialist awards, permitting candidates to develop and advance their practical skills and knowledge in Photography.

The HNC/first year HND and second year HND awards feature a series of Mandatory Units, the contents of which will provide candidates with key core photographic skills and knowledge.

Candidates can augment their skills and knowledge by taking advantage of the range of optional Units to tailor their photographic skills to the areas of photography in which they seek to specialise. In addition there are a series of optional Units in associated specialist and profession at practice skill areas which will contribute to the educational development of the candidate.

The Group Awards are primarily aimed at those who wish to undertake a vocational Photographic education developing the necessary skills and knowledge to pursue a career in Photography and also those candidates who wish to develop the necessary skills to articulate to higher education.

Although the Units in the HNC/HND are designed and intended to be delivered as part of the Group Award it possible for them to be delivered as a stand-alone Units.

6.2 Delivery and Assessment

These Group Awards are designed to provide a balance between the skills and knowledge base of the key practical photographic skills and knowledge, and the need for creative expression required by the Photography and Creative industries.

This balance is intended to develop candidates' ability to identify and apply individual skills and to facilitate these abilities in their chosen specialisation within the Photography and the Creative Industries, thereby enhancing future employability.

Although centres can choose the sequence in which to deliver the Units, it is envisaged that the primary elements of the Mandatory Units in the HNC/first year HND are delivered prior to delivering the Graded Unit 1. It is important that these elements of the Mandatory Units have been delivered before the Graded Unit is assessed. It is recommended that the same principles of delivery also apply in the second year of the award programme with the Mandatory Units being delivered prior to the Graded Unit.

The assessment strategy of the SQA Design Principles — to encourage a more holistic approach to assessment — has been adopted in these Group Awards. The new HN Unit specification places the emphasis on reducing the assessment load for both candidates and centres by devising a holistic assessment for the entire Unit or by combining the assessments of Outcomes together. There is also the opportunity to integrate some assessments across Units. The logistics of this will depend on the programmes in individual centres.

Unit specifications detail the exact Evidence Requirements and assessment procedures for each assessment event. Should centres wish to use different modes of assessment from the recommendation they should seek prior moderation from SQA. Assessment Exemplars will be produced for the Mandatory Units indicating to centres what is required from the assessment instrument.

6.2.1 Re-assessment

The way that centres reassess candidates is integral to the way that they manage assessment as a whole and as such, will be subject to internal moderation. In order to ensure that the assessment process is as holistic as possible and that assessors are able to effectively judge candidates' performance in the Outcome or Unit as a whole, it may not always be possible to reassess only those parts of the performance in which candidates have not satisfactorily demonstrated competence. Scenarios where candidates may require to re-do the whole assessment include:

♦ assessment which test knowledge and other cognitive skills and where it may not be possible to extract some of the items for re-assessment
♦ where parts of several outcomes are involved
♦ where a project has been designed as an integrated assessment and where there is a requirement to complete the project as a single complex task

Candidates may require to do only part of an assessment where their evidence has been generated over a period of time and/or a discrete part of the Unit, such as an Outcome, has been assessed originally.

Eligibility for re-assessment

Candidates who have not satisfactorily demonstrated their attainment of knowledge and/or skills and/or competence in the whole or only part of an assessment may be considered for re-assessment.

Developing alternative assessments

The design of the original assessments inform the re-assessment process to a large extent, as these determine the type of assessment instruments used and the purpose of the assessment. Normally, centres build up banks of assessments which can be used in whole or part for re-assessment purposes.

Assessment writers should refer to the Unit specification and where available the assessment exemplar when developing an alternative assessment and ensure that it is of equal demand to the original assessment and that is covers all necessary criteria – for example core skill achievement. Where candidates have not provided satisfactory evidence for knowledge and/or skill items which have been sampled, they would normally be reassessed on a different sample.

Re-assessment of Graded Units

Re-assessment of a project-based Graded Unit would normally be based on an alternative assessment task. For the latter, centres would be encouraged to set the parameters at the start of the project giving details of the draft submission date and final submission date. The overall grade is derived from the total number of marks across all the sections. The Conditions of Assessment section on the Graded Unit specification and the assessment exemplar gives additional guidance.

6.3   Teaching and Learning Methods

6.3.1   Teaching Philosophy

The Group Awards have been designed to provide candidates with the practical and vocational skills required by today's image makers. Teaching will therefore be influenced by the requirement for candidates to apply knowledge and skills to solving practical problems within the area of Photography.

The teaching and learning methods described therefore are varied and structured to promote the achievement of the aims and objectives listed below.

6.3.2   Lectures, Tutorials and Practicals

Lecture periods will be devoted to an exposition of relevant subject matter involving themes, concepts, methodology, procedures and processes. The lecture will, where appropriate, be supported by written material, presentation techniques, references to assigned reading and demonstrations.

Tutorial periods and practical sessions will be programmed to support lectures, project and course work. Normally tutorials will be given to small groups of candidates on a basis dependent on the Unit and skills and knowledge to be developed. Essentially tutorials will reinforce knowledge developed during lectures and will provide opportunities for candidates to raise queries, identify difficulties and explore problem solving strategies.

6.3.3   Course Work

Candidates will need to undertake a balanced programme of course work in all Units to reinforce the learning process and develop the required skills and knowledge. Course work may take the form of research and practical exercises, to be worked on individually or in groups, as appropriate to the skill set. The objective of course work is to reinforce and extend skills and knowledge of the Unit content and it will be the course tutor's responsibility to develop, implement and review the course work programme as required for each stage of the course in consultation with the course organiser and the teaching team. Course work/project briefs should emphasise learning as much as assessment.

Project work is identified as a context for the integration and application of elements of the course described in the competencies.

6.3.4   Private Study

It is expected that candidates will undertake private study during the progress of the course. This will take the form of reading, research and the preparation of materials, and reports.

6.3.5   Open Learning

Open learning may be feasible for some Outcomes within some Units in this Group Award. These opportunities are highlighted within the Unit specifications. The great majority of Outcomes rely, however, on developing practical performance skills in the presence of a lecturer and/or fellow candidates. Practical and 'hands-on' activities underpin much of the learning, and so the opportunities for distance learning are limited. Centres may, however, find it possible to develop solutions for all or parts of some Units provided all Unit and moderation requirements are met in full.

Technological advances may make the possibility of such creative solutions more widespread in the future.

Because of the intensive nature of the training for many Units, part-time provision would be most unusual and difficult to achieve.

For further information and advice, please refer to the SQA guide *Assessment and Quality Assurance for Open and Distance Learning* **www.sqa.org.uk.**

7   General information for centres

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**.

Internal and external verification

All instruments of assessment used within this/these Group Award(s) should be internally verified, using the appropriate policy within the centre and the guidelines set by SQA.

External verification will be carried out by SQA to ensure that internal assessment is within the national guidelines for these qualifications.

Further information on internal and external verification can be found in *SQA's Guide to Assessment* (**www.sqa.org.uk**).

8   General information for candidates

HNC/HND Photography

The general aim of the HNC is to provide a continuing programme of study for candidates employed in the photographic profession. This course can be delivered on a part-time basis or be integrated into the full time programme. It would enable candidates to achieve a recognised qualification and give them the opportunity to join the second year HND programme at a later date.

The HND is a comprehensive and demanding course over 2 years with a mixture of professional and creative units. It was designed to meet the needs of today's image makers. The course will give you the skills required by photographers working in a number of different disciplines both in the studio and on location.

The mandatory Units of the HNC/HND course have been selected for the different perspectives they bring to an understanding of the various organizational, technical and aesthetic skills required by the photographic profession. The mandatory Units are aimed at providing you with a foundation of skills and knowledge that would be expected from studying photography at HN level.

Three main specialist subjects have been identified within the HNC qualification. The Theory Unit will underpin the three practical subjects: Portraiture, Applied and Still Life Photography. The development of knowledge and skills will be confirmed and reinforced by the Graded Unit. These Units are mandatory within the HNC qualification.

The HND award will also follow a similar structure. This will give you the opportunity to gain extremely advanced skills within a Photographic specialism, which will strongly enhance your prospects of successful progression into either employment or Higher Education.

You will be encouraged to research, develop and evaluate your work in response to your subject choice.

The Course will allow you to:

♦ develop an understanding of the historical and /or contemporary practitioners within the subject areas
♦ develop an open-minded, critical and evaluative approach to study
♦ develop investigation and research skills
♦ gain knowledge and understanding of different research methods
♦ gain knowledge of different aesthetic and technical approaches from a variety of subjects and enable the you to adopt as comprehensive an approach as possible
♦ develop a understanding of Colour Management.
♦ gain knowledge and understanding of digital imaging techniques
♦ Develop an understanding of the professional practices in the work place, enabling you to select an individual route towards career progression.
♦ Undertake a range of options which will provide you with the opportunity for experimentation and research into the diversity of expertise which exists within the profession.

Having experience of different subjects within the context of Photography will allow you to make informed choices for later specialisation if so desired. However, if needed for articulation purposes, it will be possible for you to choose a variety of different subject areas within each Group Award rather than focusing on a dedicated specialism.

9   Glossary of terms

SCQF: This stands for the Scottish Credit and Qualification Framework, which is a new way of speaking about qualifications and how they inter-relate. We use SCQF terminology throughout this guide to refer to credits and levels. For further information on the SCQF visit the SCQF website at **www.scqf.org.uk**

SCQF credit points: One HN credit is equivalent to 8 SCQF credit points. This applies to all HN Units, irrespective of their level.

SCQF levels: The SCQF covers 12 levels of learning. HN Units will normally be at levels 6–9. Graded Units will be at level 7 and 8.

Subject Unit: Subject Units contain vocational/subject content and are designed to test a specific set of knowledge and skills.

Graded Unit: Graded Units assess candidates' ability to integrate what they have learned while working towards the Units of the Group Award. Their purpose is to add value to the Group Award, making it more than the sum of its parts, and to encourage candidates to retain and adapt their skills and knowledge.

Dedicated Unit to cover Core Skills: This is a non-subject Unit that is written to cover one or more particular Core Skills.

Embedded Core Skills: This is where the development of a Core Skill is incorporated into the Unit and where the Unit assessment also covers the requirements of Core Skill assessment at a particular level.

Signposted Core Skills: This refers to the opportunities to develop a particular Core Skill at a specified level that lie outwith automatic certification.

Qualification Design Team: The QDT works in conjunction with a Qualification Manager/Development Manager to steer the development of the HNC/HND from its inception/revision through to validation. The group is made up of key stakeholders representing the interests of centres, employers, universities and other relevant organisations.

Consortium-devised HNCs and HNDs are those developments or revisions undertaken by a group of centres in partnership with SQA.

Specialist single centre and specialist collaborative devised HNCs and HNDs are those developments or revisions led by a single centre or small group of centres who provide knowledge and skills in a specialist area. Like consortium-devised HNCs and HNDs, these developments or revisions will also be supported by SQA.

10   Appendices

Appendix 1: Core Skill Mapping
Appendix 2: Development of Core Skills
Appendix 3: Credit Transfer Advice (Old to New Units)

See the following pages for appendices.

Appendix 1

Core Skill Mapping

Core Skills Mapping of the Group Award: HNC/HND Photography

Unit No	Unit Name	Written Comms – Reading	Written Comms – Writing	Oral Comms	Using Graphical Info	Using Number	Using IT	Problem Solving – CT	Problem Solving – P&O	Problem Solving – R&E	WWO
DW8E 34	Photography: Theory	x	x	x	x	x	x	x	x	x	
DW8C 34	Photography: Portraiture			x			x	x	x	x	x
DW7X 34	Photography: Applied Techniques	x	x	x	x	x	x	x	x	x	
DW7T 34	Photography: Studio Still Life			x		x	x	x	x	x	
DM0V 34	Creative Industries: An Introduction	x	x	x							
DW91 34	Photography: Graded Unit 1	x	x	x	x	x	x	x	x	x	x
DW84 35	Photography: Exhibition	x	x	x	x	x	x	x	x	x	x
DW8A 35	Photography: Photojournalism	x	x	x			x	x	x	x	x
DW7V 35	Photography: Advertising			x			x	x	x	x	
DX0D 35	Photography: Graded Unit 2	x	x	x	x	x	x	x	x	x	x
DW83 35	Photography: Environment			x				x	x	x	
DW87 35	Photography: Image Editing 2						x	x	x	x	
DW82 35	Photography: Documentary			x			x	x	x	x	x
DW7W 35	Photography: Alternative Process	x	x	x		x	x	x	x	x	
DW85 35	Photography: Fashion			x			x	x	x	x	x
DW7Y 35	Photography: Architecture			x		x	x	x	x	x	

Unit No	Unit Name	Written Comms – Reading	Written Comms – Writing	Oral Comms	Using Graphical Info	Using Number	Using IT	Problem Solving – CT	Problem Solving – P&O	Problem Solving – R&E	WWO
DW88 35	Photography: Large Format			x	x	x	x	x	x	x	
DV60 34	Digital Imaging						x	x	x	x	
DW81 34	Photography: Darkroom Techniques							x	x	x	
DW86 34	Photography: Image Editing 1						x	x	x	x	
DV5R 34	Art and Design Context	x	x	x							
DW89 34	Photography: Location Stock			x			x	x	x	x	
DW80 34	Photography: Corporate			x			x	x	x	x	x
DW8D 34	Photography: Social Photography			x			x	x	x	x	x
DV5T 34	Art and Design: Creative Process										
DV5M 34	Web Design: An Introduction										
D77G 34	Communication: Practical Skills										
DV0M 34	Work Experience										
DK2K 34	Getting Started in Business										
DG6E 34	Work Role Effectiveness (2003)										
DG6G 35	Work Role Effectiveness (2003)										
DE1K 33	Workplace Communication in English										
DE3R 34	Personal Development Planning										

Development of Core Skills

Communication (SCQF level 6)

Skill component Written Communication (Reading)

Read and Understand complex written communication

a   Identify and summarise significant information, ideas and supporting detail.
b   Evaluate effectiveness in meeting purpose and needs of readership.

Unit	Knowledge/Skills/Evidence	a	b
Photography: Photojournalism	Research into social, political and technological categories-identification and sourcing of complex material on historical and contemporary examples of photojournalism.	√	√
Photography: Exhibition	Applying research methods to access and analyse examples and support information from a minimum of three sources as background for exhibition work. Identification and evaluation of relevant legislation, health and safety information impacting on exhibiting.	√	√
Graded Unit	Planning and Developing a Practical Assignment -extracting, evaluating and summarising complex information from a range of data sources.	√	√

Written Communication — Writing

Produce well-structured Written Communication on complex topics

a   Present essential ideas/information in a logical and effective order.
b   Use a structure which takes account of purpose/links points for clarity and impact.
c   Use conventions which are effective and adapted for audience.
d   Use accurate spelling, punctuation, sentence structures.
e   Vary sentence structure, paragraphing, vocabulary to suit purpose and target audience.

Unit	Knowledge/Skills/Evidence	a	b	c	d	e
Photography: Exhibition Photography: Applied Techniques	Development and presentation of design solutions to specific briefs using appropriate media	√	√	√	√	√
Photography: Theory	Analytical report on key factors including visual materials and reference sources	√	√	√	√	√
Graded Unit	Outcome 3 –Presentation of evaluative findings and commentary with own work	√	√	√	√	√
	Production and presentation of well structured extended reports on Planning, Development and Evaluation of practical assignment					
An ability to report on and document activities using accurate, concise and effective content and presentation will be essential to achievement. Design and presentation of written and graphic materials which communicate effectively and with impact to a specific brief will be integral to the award. Notebooks and workbooks must be to an acceptable professional standard.						

Oral Communication

Produce and respond to oral Communication on a complex topic

a   Use vocabulary and a range of spoken language structures consistently and effectively with appropriate formality.
b   Convey all essential ideas/information/opinions accurately and coherently with appropriate varied emphasis.
c   Structure to take full account of purpose and audience.
d   Take account of situation and audience during delivery.
e   Respond to others taking account of their contribution.

Unit	Knowledge/Skills/Evidence	a	b	c	d	e
Photography: Advertising	Outcome 2 — Liaison with a range of people involved in establishing and fulfilling advertising briefs.	√	√	√	√	√
Photography: Theory	Analytical oral presentation (option) on key factors affecting selected area of study including production of support visual materials.	√	√	√	√	√
Photography: Portraiture	Oral communication techniques to establish relationships conducive to best practice in working effectively with clients/subjects.	√	√	√	√	√

Oral presentation is an assessment option for reporting evaluative reporting. Class group work and in-depth reviews with assessors throughout the course will encourage discussion of analytical problem solving approaches and will additionally support verbal exploration of complex technical and design issues.

Using Information Technology (SCQF level 6)

Use an IT system independently to process a range of information

a   Use a range of it equipment paying attention to security and other users.
b   Resolve a simple hardware or software problem.
c   Use software in an unfamiliar context requiring analysis, design, integration of data, decision on format.
d   Carry out searches to extract and present information from electronic sources.

Unit	Knowledge/Skills/Evidence	a	b	c	d
Photography: Photojournalism	Research on historical and contemporary examples of photojournalism will access electronic archives.	√	√	√	√
Photography: Applied Techniques	Use of technology and appropriate range of software to analyse, design, integrate and output materials	√	√	√	√
Photography: Theory	Outcomes 3 Electronic capture –evaluative analysis of two examples.	√	√	√	√

Practical work will involve access to and use of technology. Candidates will access software which supports analysis, design, integration and presentation of data.

Internet research on current and historical issues will provide essential underpinning knowledge for the award. Security, consideration and the managing of any technical problems will be a routine aspect of good practice.

Numeracy (SCQF level 6)

Skill components — **Using Number**
                   — **Using graphical information**

a   Apply a wide range of numerical skills.
b   Apply a wide range of graphical skills in everyday and generalised contexts.

Unit	Knowledge/Skills/Evidence	a	b
Photography: Advertising	Analysis of a portfolio of advertisements which convey a range of ideas and concepts.		√
Photography: Exhibition	Calculation associated with presentation techniques including exhibition display to professional standards.	√	√
Photography: Applied Techniques	Understanding and demonstration of equipment and techniques to record impact of size, scale, access, speed, wavelength). Objective recording, scientific approaches and methods	√	√
Photography: Theory	Theoretical and underpinning knowledge for the Unit requires the understanding and application numerical and graphic information affecting photography. Calculations and decisions involved in accurate shutter speeds, differing focal lengths and appropriate colour temperatures must be recorded in work books.	√	√
Graded Unit	Assessing, calculating and preparing project costing to work within resources and budget is an aspect of Planning the Practical assignment	√	

A sophisticated level of skill in calculation and the interpretation of numerical and graphic information is critical. The ability to analyse requirements, present ideas, information and solutions in graphic form for impact and effectiveness is developed throughout the award.

Problem Solving (SCQF level 6)

Skill components

Critical Thinking
♦   Analyse a complex situation or issue
Planning and Organising
♦   Plan organise and complete a complex task
Reviewing and Evaluating
♦   Review and evaluate a complex problem solving activity

Unit	Knowledge/Skills/Evidence	CT	PO	RE
Photography: Advertising	Applying skills to analyse requirements of a given brief and to design, integrate and output effective materials appropriate for audience and purpose.	√	√	√
Photography: Exhibition	Analysing requirements, identifying and allocating appropriate resources, producing and presenting materials to a brief.	√	√	√
Photography: Portraiture	Design and production of portraiture to meet specified objectives.	√	√	√
Photography: Applied Techniques	Production of creative solutions by effective creative use of elements within given formats.	√	√	√
Graded Unit	Researching a Practical Assignment, including aspects such as identifying and analysing components of a design task to meet a remit within resources. Undertaking the assignment, with on-going analysis of performance against brief and targets. Evaluation of effectiveness, re-assessment of objectives and revision of goals.	√	√	√

All elements of the Core Skill will be critical to the award which involves throughout an analytical and evaluative approach to problem solving in the context of design briefs. Research, analysis, planning and implementation of a range of practical activities to reach design solutions, with on-going evaluation of effectiveness is integral to the creative process. Continuous review and modification in response to developments is critical to achievement.

Credit Transfer Advice

(Old to New Units)

Unit Number	Old Unit	Credit Value	Equivalent to	Unit Number	New Unit
D56R 04	Photography Design and Graphic Reproduction	1	→	DW8735	Photography: Image Editing 2
D574 04	Photography Digital Image Processing	1	→	DV60 34	Digital Imaging
D5P3 04	Communication	1	→	D77G 34	Communication: Practical Skills
D67N 04	Studio	2	→	DW7T 34	Photography: Studio Still Life
D67P 04	Photographic Materials and Procedures	2	→	DW8E 34	Photography: Theory
D67R 04	Applied Techniques	2	→	DW7X 34	Photography: Applied Techniques
D67W 04	Documentary	1	→	DW82 35	Photography: Documentary
DV5R 34	Art and Design in Context	1			
D67X 04	Corporate	1	→	DW80 34	Photography: Corporate
DV5R 34	Art and Design in Context	1			
D67Y 04	Stock Photography	1	→	DW89 34	Photography: Location Stock
D68A 04	Environmental Monochrome	1	→	DW81 34	Photography: Darkroom Techniques
D68K 04	Social Photography	1	→	DW8D 34	Photography: Social Photography
D67T 04	Work Placement	2	→	DV0M 34	Work Experience
D67V 04	Advertising	2	→	DW7V 35	Photography: Advertising
D68C 04	Alternative Procedures	1	→	DW7W 35	Photography: Alternative Processes
D68D 04	Photojournalism	2	→	DW8A 35	Photography: Photojournalism
D68E 04	Fashion	2	→	DW85 35	Photography: Fashion
D686 04	Portraiture	1	→	DW8C 34	Photography: Portraiture
DV5R 34	Art and Design in Context	1			
D68H 04	Architecture	1	→	DW7Y 33	Photography: Architecture
D68J 04	Exhibition	1	→	DW84 35	Photography: Exhibition

Unit Number	Old Unit	Credit Value	Equivalent to	Unit Number	New Unit
D68K04 DV5R 34 D67X04	Social Art& Design in Context Corporate	1 1 1	→	DW8C 34	Photography: Portraiture
D56J04	Images & Imaging	1	→	DW8E 34	Photography: Theory
D56P04	Studio Still Life	2	→	DW7T 34	Photography: Studio Still Life
D3C604	Digital image Manipulation	1	→	DW87 35	Photography: Image Editing 2
D56T04	Applied Photographic techniques	2	→	DW7X 34	Photography: Applied Techniques
D56M04	Commercial & Social Portraiture	1	→	DW8D 34	Photography: Social Photography
D56X04	Studio & Location Portraiture	2	→	DW8C34	Photography: Portraiture
D56Y04	Advertising & Commerce	2	→	DW7V 35	Photography: Advertising
D57304	Fashion	2	→	DW85 35	Photography: Fashion
D57204	Press & Photojournalism	2	→	DW8A 35	Photography: Photojournalism