



## **Arrangements for:**

**National Progression Award in  
Creative Industries at SCQF level 4**

**Group Award Code: GF4M 44**

**Validation date: June 2012**

**Date of original publication:**

**Version: 02**

## **Acknowledgement**

SQA acknowledges the valuable contribution that Scotland's colleges have made to the development of National Qualification Group Awards.

## 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.

Version number	Description	Date
02	Scottish Context Unit added as an alternative: Creative Industries: Basics - Scotland -(H6MJ74) added as an alternative to Creative Industries: Basics-(H1NJ 10)	17/04/2014

## Contents

1	Introduction.....	1
2	Rationale for the development of the Group Award.....	1
3	Aims of the Group Award.....	2
3.1	Principal aims of the Group Award.....	2
3.2	General aims of the Group Award.....	3
3.3	Target groups .....	3
3.4	Employment opportunities .....	3
4	Access to the Group Award .....	4
5	Group Award structure.....	4
5.1	Framework.....	4
5.2	Conditions of award .....	4
5.3	Core Skills .....	4
5.4	National Occupational Standards.....	5
5.5	Articulation.....	5
6	Approaches to delivery and Assessment .....	6
6.1	Content and context.....	6
6.2	Delivery and assessment.....	6
7	General information for centres.....	7
8	General information for candidates .....	7
8.1	Flexible and transferable skills .....	8
8.2	How you will learn.....	8
8.3	Assessment .....	8
8.4	Core Skills .....	8
8.5	Completion of the Qualification .....	9
8.6	Progression pathways .....	9
9	Glossary of terms.....	9
10	Appendices.....	11
	Appendix 1: Core Skills Map .....	11

# 1 Introduction

This is the Arrangements Document for the National Progression Award (NPA) in Creative Industries at SCQF level 4, which was validated in June 2012, under the design principles for National Qualifications Group Awards. 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.

The NPA in Creative Industries at SCQF level 4 is designed to focus on developing basic knowledge and understanding of the practical aspects of a wide range of activities within the creative industries.

The award is aimed at potential candidates from schools, colleges, community groups and elsewhere who wish to gain knowledge and understanding of some of the many opportunities available in the creative sectors, which include theatre and performance, television and radio broadcasting, music, and more. Candidates will develop skills through engaging in practical 'hands on' activities.

Developing skills that underpin potential entry to the creative industries is not wholly dependent on individuals or groups having access to high end state of the art equipment and facilities. It is more important that the NPA encourages individuals and groups to embark on a learning journey that will develop their interests, show where opportunities lie and develop required skills. The NPA also develops Core Skills and soft skills and aims to promote further study and employment opportunities in the creative industries.

The NPA provides a basic level of study and also meets personal and social development needs of learners. The Units are aimed at promoting and developing self-confidence, critical self-reflection and evaluation, self-development, new skills, candidates' interests and their needs, in order to promote positive progression routes.

Furthermore, the NPA prepares candidates for the more advanced skills and techniques that are required to enter any of the creative industries Group Awards available at SCQF levels 5 and 6, eg the National Certificate (NC) in Creative Industries at SCQF level 5 (GF87 45). The NPA can also serve as a conduit to relevant skills for work and creative digital media/industry programmes, eg Creative Industries Skills for Work Course at SCQF level 5 (C276 11) and the NPA in Digital Media Animation (G9FC 45).

## 2 Rationale for the development of the Group Award

Prior to developing the award, consultation was undertaken which suggested that with regard to existing creative industries provision, the starting point for many candidates was too high in terms of both SCQF level and specialised content. The need was established for an inclusive, basic level Group Award offering access to the creative industries to those with little or no prior knowledge. It was anticipated that this would be flexible provision with no requirement for specialist physical resources and equipment. It could then be offered as easily in remote locations and community halls as in as in large schools and colleges.

At the time of writing, the creative industries area is one of the biggest and fastest growing areas of industry in the UK, and crucial to strategic aims for economic growth and development for the UK and Scottish governments. The wealth of labour market intelligence available highlighting the importance of creative industries to the economy (Scottish government paper: The Government Economic Strategy, September 2011; Creative Skillset: Strategic Skills Assessment; Skills for Scotland: Accelerating the Recovery and Increasing Sustainable Economic Growth, October 2010; Growth, Talent, Ambition-the Government's Strategy for Creative Industries, March 2011) was a key factor in seeking to develop and present a qualification that introduced the creative industries at a basic level and allowed exploration into a number of potential career areas through a project driven approach.

In the government paper 'Opportunities for All,' the Scottish government states its intention to provide every 16-19 year old in Scotland who is not in work, with a Modern Apprenticeship or place in education and training (pp. 8-9 of the Economic Strategy and p.16 of Skills for Scotland). This is further promoted in 16+ Learning Choices, guaranteeing a learning opportunity to all young people in Senior Phase of Curriculum for Excellence (Skills for Scotland p. 16 and Economic Strategy, pp.61-62). The NPA in Creative Industries supports this strategic aim.

The NPA underpins the Scottish and UK Governments' commitment to growth within the creative industries, which is one of the Scottish government's seven priority sectors in its Economic Strategy. In the Economic Strategy, the Scottish government discusses the intention to deliver a post-16 programme of education and skills that will improve young people's life chances, skills, focusing on jobs and growth (Economic Strategy, p.59, 62, 64).

The NPA was partly developed as a means of addressing the perception of creative industries and the information and learning gap between schools, colleges and the workplace. As the creative industries are broad and varied in type, early career choices are difficult to gauge. Many people may not understand specifically what work is undertaken by an architect or stage director, nor understand what qualifications are required to enter these fields. The NPA aims to provide information, with advice and guidance, in order to help candidates understand which qualification routes they should follow to enter their careers of choice and highlight potential employment opportunities.

### **3 Aims of the Group Award**

The NPA offers candidates a basic level introduction to creative industries and a platform from which school pupils, college students, community based learners and others can explore their interest in various strands of the industry.

#### **3.1 Principal aims of the Group Award**

The principal aims of the NPA are:

- ◆ To provide candidates with information on what the creative industries are and generate an understanding of the broad opportunities that exist within the sector
- ◆ To encourage and support candidates to develop an interest in one or more of the creative industries

- ◆ To develop basic vocational skills and understanding of the creative processes involved across creative media
- ◆ To develop Core Skills
- ◆ To develop basic knowledge and understanding of practical skills required to plan and undertake a project
- ◆ To develop analytical skills required to evaluate a project and one's own contribution to the project
- ◆ To offer flexible delivery where an integrative approach might include a range of job roles and skills being delivered and assessed simultaneously
- ◆ To develop critical thinking skills and the confidence to seek peer/tutor feedback to inform current practices
- ◆ To provide understanding of current developments and opportunities within creative industries
- ◆ To prepare candidates for progression (to further study and/or employment)

### **3.2 General aims of the Group Award**

- ◆ To promote the integration of transferable skills including Core Skills and employability skills across Units and within creative media
- ◆ To encourage candidates to work across different strands of creative media, learning to work as part of a wider team
- ◆ To promote progression routes to further study options which may include other subjects within creative industries
- ◆ To promote, where possible, local employability opportunities including self-employment

### **3.3 Target groups**

The NPA is aimed at candidates in schools, schools vocational programmes, community groups or colleges who have little or no knowledge or skills in the creative industries. The aim is to develop essential and vocational skills in candidates that will assist them make a choice about future qualification aims and potential employment ambitions and opportunities.

### **3.4 Employment opportunities**

The NPA is primarily intended as part of a route to further study and/or preparation for employment; direct entry to employment on completion is unlikely. However, there are various avenues available to employment on completion of the NPA.

In particular, non-graduate entry level apprentice and training opportunities exist with media companies wishing to underpin major national events or through volunteering to support events (eg the 2014 Commonwealth Games) which may lead to employment.

In essence, the NPA is not restrictive and opens up a wide range of choices for candidates to consider in respect of employment opportunities. The skills and qualifications gained from the NPA will equip candidates to be more flexible and they might discover that they are interested in entering into other areas of study.

The creative industries themselves offer a very broad range of job opportunities for those who have gained relevant qualifications and experience. Employers look for key employability attributes, as outlined within the NPA, which include

- ◆ good timekeeping, punctuality and flexibility
- ◆ having a good attitude to work (work ethic)
- ◆ team working skills
- ◆ working on own initiative.

Employers are increasingly looking for candidates to have these key or soft skills. These also underpin the Scottish government’s curriculum aims set out in the Curriculum for Excellence Four Capacities, which seek to enable learners to become:

- ◆ successful learners
- ◆ confident individuals
- ◆ responsible citizens
- ◆ effective contributors.

## 4 Access to the Group Award

There are no specific entry requirements for the NPA. While access is at the discretion of the centre, the NPA is primarily intended for those who have little or no prior knowledge of the creative industries. It is unlikely that learners accessing the NPA will have previous experience of creative industries and creative digital media and therefore are unlikely to have examples of portfolio, project or other work to support entry.

## 5 Group Award structure

### 5.1 Framework

There are four mandatory Units which candidates must complete to gain the NPA.

Unit title	Code	SQA credit value	SCQF level	SCQF credit points
Creative Industries: Basics or Creative Industries: Basics - Scotland	H1NJ 10 H6MJ 74	6 6	4 4	1 1
Creative Industries: Practical Skills Development	H1NK 10	6	4	1
Creative Industries: Pre-Production	H1NL 10	6	4	1
Creative Industries: Production	H1NM 10	6	4	1

### 5.2 Conditions of award

Candidates will be awarded the NPA in Creative Industries at SCQF level 4 on completion of all four credits in the framework. The whole award equates to 4 SQA credits of learning (24 SCQF points).

### 5.3 Core Skills

All five Core Skills are signposted across the NPA, at SCQF level 4.



Two Units contain embedded Core Skills components, for which candidates will be certificated on their completion.

Creative Industries Basics contains the Problem Solving component Critical Thinking (at SCQF level 4) and Creative Industries: Pre-Production contains the Problem Solving components Critical Thinking and Planning and Organising (both at SCQF level 4).

## 5.4 National Occupational Standards

National Occupational Standards (NOS) are developed by Sector Skills Councils (SSC) and set out the competences required for job roles within particular employment sectors.

Creative Skillset is the Sector Skills Council for Creative Media which comprises TV, film, radio, interactive media, animation, computer games, facilities, photo imaging, publishing, advertising, fashion and textiles. Each of the Units in the NPA is broadly in aligned to the following generic National Occupational Standards from Creative 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

## 5.5 Articulation

The NPA's basic level of study primarily aims to provide good preparation for candidates wishing to progress to SCQF level 5 but in the longer term will also aid successful articulation to Higher Education level and into the jobs market.

The NPA complements the Awards in Employability at SCQF level 3 (G9D2 43) and SCQF level 4 (G9CY 44).

The NPA provides a progression route from the basic level of knowledge and skills in creative industries at SCQF level 4 to further study across a range of programmes. On completion of the NPA, candidates may opt to continue to study through provision at SCQF levels 5 and 6 which includes NPAs and NCs in photography, sound engineering, art and design, computer games development, music and more. Of particular note is the NC in Creative Industries at SCQF level 5 (GF87 45) and the Creative Industries Skills for Work Course at SCQF level 5 (C276 11).

Employment and further qualification opportunities in Creative Industries are available to non-graduate entry candidates and Skillset Scotland Modern Apprentice programmes are being offered by independent media companies, including BBC Scotland, STV and others, to candidates at SCQF levels 4 and 5.

## **6 Approaches to delivery and Assessment**

### **6.1 Content and context**

The NPA is designed to provide a basic awareness and appreciation of what the creative industries are and the skills required to enter and work within them and opportunities to gain qualifications and employment. Key creative industry sectors will be identified, together with the job roles and associated roles within them.

Whether in the theatre, sound or TV studio, art gallery or elsewhere, candidates will be provided with knowledge and practical experience, as appropriate to available resources, of basic technical and creative practices, including the use of new ICT and digital media.

The creative sector as a whole is broad and working within the various strands often requires transferable presentation and communication skills. The NPA seeks to develop awareness of and confidence in using these skills through practical engagement that can be applied in various contexts. Candidates will develop these and other skills through engaging in tasks important to the creative industries such as working to an agreed brief, planning and target setting, team-working, and evaluation of contribution.

While each Unit can be delivered on a standalone basis, they are designed to collectively provide candidates with a clear and flexible pathway within the context of creative industries and ideally will be delivered in the order as listed in the framework.

### **6.2 Delivery and assessment**

The NPA in Creative Industries at SCQF Level 4 is a flexible programme of learning. Candidates may wish to participate in a single credit Unit, several Units or the complete Group Award. It is possible that candidates undertaking the Group Award at SCQF level 4 may wish to progress to the NC in Creative Industries at SCQF level 5.

The contexts used should promote candidates' confidence in the skills needed for everyday use as a creative practitioner, eg understanding the different media involved in creative industries, identifying and using appropriate tools and resources for an agreed brief, rehearsing and presenting a final production/product, and developing the ability to evaluate a final production and their contribution to it.

The NPA provides learners with an opportunity to develop skills that are creative and practical. The focus should be on the practical development and application of skills with the use of practical activities, workshops, discussion, self/peer and tutor evaluation, project work, practical visits and exhibition work.

During the delivery there will be opportunities to develop knowledge and practical skills associated with particular roles within the creative industries, dependent on the specialisms and resources of particular centres. For example, for a carpenter this could include:

- ◆ making props
- ◆ contributing creatively to a practical task
- ◆ selecting and using appropriate resources, equipment and techniques

- ◆ awareness of health and safety

At the same time, candidates should be given the opportunity to reflect on and evaluate their own employability skills and attitudes. Important aspects of employability for working in the creative industries which could be covered include

- ◆ working independently
- ◆ communication skills
- ◆ interpersonal skills
- ◆ research skills
- ◆ decision making
- ◆ working to deadlines
- ◆ creative use of digital technology.

Central themes running through all of the Units include communication and building confidence. Innovative project work offers candidates great scope to develop confidence in previously unfamiliar settings which may be new and exciting areas of study, eg studios, theatre, gallery etc.

Wherever possible, the NPA should offer new and exciting creative opportunities to candidates. Opportunities to develop initial skills, using ICT and other creative digital media, exist alongside more traditional approaches.

## 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](http://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](http://www.sqa.org.uk)).

## 8 General information for candidates

The National Progression Award (NPA) in Creative Industries at SCQF level 4 will develop your skills, knowledge and understanding in the creative industries. You will undertake tasks which develop aspects of employability relevant to creative industries and other areas of work including self-evaluation, team working and communication skills. On completion of the award, you will have gained the background knowledge and skills to choose the direction you want to take in further study and/or eventual employment within the creative industries.

Some examples of the many creative industry sectors include:

- ◆ theatre and film
- ◆ tv and video
- ◆ radio/broadcasting
- ◆ art and design
- ◆ dance
- ◆ music
- ◆ drama
- ◆ computer games development
- ◆ photography

You will not be expected to have a high degree of prior knowledge of the creative industries as the award is an introduction to its various areas.

### **8.1 Flexible and transferable skills**

Whilst each area is specialist in its own right, there is significant crossover of skills which are much in demand by employers. On completion of this award, your potential employability for any area will be enhanced. During your study you will have the opportunity to engage in project work, planning and evaluation, teamwork, and in making a production.

### **8.2 How you will learn**

The learning process in which you will engage may range from small group work projects to larger productions. Dependent on the different strands of the creative industries looked at and the resources available to your centres, you might have the opportunity to play a role in making a video production, producing images, design, or exhibiting work a gallery or showcase event. Broadly, there are many strands to the industry that you could use in your work to complete the NPA.

### **8.3 Assessment**

Assessment will be ongoing and you may be expected to keep a record of your work in a folio. A key strand to undertaking and completing the award successfully centres on your own self-analysis and evaluation of your work.

### **8.4 Core Skills**

You will have the opportunity to develop Core Skills in Communication which is particularly important within creative industries, as well as engaging in other soft, transferable skills such as:

- ◆ working independently and with others
- ◆ planning, researching and organising skills
- ◆ decision making, problem solving and working to deadlines
- ◆ work ethos, punctuality and reliability
- ◆ using ICT and other creative digital media

Improving these skills will provide you with the flexibility, knowledge and abilities sought by employers and enable you to gain entry to a higher level of study.

## 8.5 Completion of the Qualification

You will gain the full Group Award on completion of the four Units that make up the NPA (4 SCQ credits, equal to 24 SCQF credit points).

## 8.6 Progression pathways

On completion of the NPA, there are various avenues available to you. You may opt to continue to study at SCQF level 5 or above and there are current programmes in related creative industries areas including photography, sound engineering, art and design, computer games development, music and more. Of particular note to you may be the National Certificate (NC) in Creative Industries at SCQF level 5 (GF87 45) or the Creative Industries Skills for Work Course at SCQF level 5 (C276 11).

The skills and qualifications that you gain from the NPA also equip you to be more flexible and you might discover that you are interested in entering into another area of study in which the transferable skills you have gained will be useful. In essence, the NPA opens up a wide range of choices for you to consider, both for study and employment opportunities.

The NPA's basic level of study primarily aims to provide good preparation for further study but in the longer term can also help you into the jobs market. The creative industries offer a very broad range of job opportunities. Employers will look key attributes which are developed during the NPA including time keeping, punctuality and flexibility, working as part of a team and working on your own initiative.

## 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](http://www.scqf.org.uk)

**SCQF credit points:** One SCQF credit point equates to 10 hours of learning. NQ Units at SCQF levels 2–6 are worth 6 SCQF credit points, NQ Units at level 7 are worth 8 SCQF points.

**SCQF levels:** The SCQF covers 12 levels of learning. National Qualification Group Awards are available at SCQF levels 2-6 and will normally be made up of National Units which are available from SCQF levels 2–7.

**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 National Certificate/National Progression Award 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 National Certificates/National Progression Awards** are those developments or revisions undertaken by a group of centres in partnership with SQA.

## 10 Appendices

### Appendix 1: Core Skills Map

Key

s () = signposted (SCQF level)

e () = embedded (SCQF level)

Unit Code	Unit	Communication		Information and Communication Technology		Numeracy		Problem Solving			Working with Others	
		Oral	Written	Accessing Information	Providing / Creating Information	Using Graphical Information	Using Number	Critical Thinking	Planning and Organising	Reviewing and Evaluating	Working Co-operatively with Others	Reviewing Co-operative Contribution
H1NJ 10	Creative Industries: Basics	s (4)	s (4)	s (4)	s (4)			e (4)	s (4)	s (4)	*	*
H1NK 10	Creative Industries: Practical Skills Development	s (4)	s (4)	s (4)	s (4)	s (4)	s (4)	s (4)	s (4)	s (4)	*	*
H1NL 10	Creative Industries: Pre-production	s (4)	s (4)	s (4)	s (4)			e (4)	e (4)		*	*
H1NM 10	Creative Industries: Production	s (4)	s (4)	s (4)	s (4)			s (4)	s (4)	s (4)	*	*

\* Opportunities may arise dependent on the number of participants undertaking the Unit.