



Group Award Specification for:

**PDA in Outside Broadcasting in a Multi Camera
Production at SCQF level 9**

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1 Introduction

This document was previously known as the Arrangements document. The purpose of this document is to:

- ◆ assist centres to implement, deliver and manage the qualification
- ◆ provide a guide for new staff involved in offering the qualification
- ◆ inform course managers teaching staff, assessors, learners, employers and HEIs of the aims and purpose of the qualification
- ◆ provide details of the range of learners the qualification is suitable for and progression opportunities

1.1 Rationale

The opportunity to develop a PDA at SCQF level 9 which would allow learners to develop advanced skills in outside broadcasting has arisen from the Commonwealth Games and the commitment of the Host Broadcaster (Sunset +Vine and Global Television SVGTV) to train around 200 learners. Equipment will be made available for training learners, eg an outside broadcast truck and EVS server. This provides an ideal opportunity for learners to achieve really meaningful work experience combined with training and certification.

The PDA will form part of the Legacy for the Glasgow 2014 Commonwealth Games and it is hoped that the relationship that develops between the broadcaster and educational establishments allows for further development and delivery of the PDA. This could be offered to a select number of HND and degree learners, or freelancers working in partnership with Outside Broadcast companies to continue to provide opportunities to learners to find work in Scotland, the UK and abroad.

While the initial idea for the PDA came as a result of addressing the legacy for the Glasgow 2014 Commonwealth Games the broader ambition is to help develop the necessary talent base in Scotland such that it makes it an extremely attractive, self-sufficient location for event organisers, broadcasters and TV productions companies to host their events.

It is evident from research undertaken with UK outside broadcasting companies that there is an ongoing skills gap and skills shortage within the Scottish industry with many experienced operators/technicians nearing retirement age. Training for future generations of technicians has been rather scant and currently colleges can only take learners so far as the equipment required is very expensive. Equipment has been made available to train learners for the Commonwealth Games and it is hoped that this equipment will be made available longer term for training post the Commonwealth Games. It is also hoped that the development and implementation of this qualification will assist in partnership working between employers and education.

Whilst the Commonwealth Games 2014 is about sport, most of the trades to be trained are generic to TV production and are transferable to other genres of programme making such as entertainment and news.

The learning is likely to be undertaken through FE colleges and universities with learners either on work placement or working in the industry freelance.

1.2 Title of the Award

While the initial cohort of learners for this PDA will focus on sport, the title of the PDA has been kept generic to ensure there is a wider appeal. Also, as shown above, the skills and knowledge developed through the PDA will be applicable to any outside broadcast production, eg entertainment, news, etc.

1.3 Target Group

The target group for this PDA is learners completing the HND Creative Industries: Television or other relevant qualifications at this level.

The qualification could also be useful for freelancers wishing to up skill or CPD for college staff.

1.4 Employment Opportunities/Articulation and/or progression

Successful completion of the PDA in Outside Broadcasting in a Multi Camera Production will learners' employment prospects. The types of job roles relevant for learners completing the PDA would be:

- ◆ Outside Broadcast Edit Assistant/Logger
- ◆ Outside Broadcast Camera Assistant
- ◆ Outside Broadcast Sound Assistant
- ◆ Outside Broadcast Production Assistant
- ◆ Outside Broadcast Runner

Learners completing the PDA in Outside Broadcasting: Multi Camera Production are likely to have progressed from the HND Creative Industries: Television or another equally demanding and relevant qualification at SCQF level 8 and as such, may be eligible for progression to 3rd year of a relevant degree programme.

For all learners undertaking the qualification, the PDA in Outside Broadcasting in a Multi Camera Production at SCQF level 9 will recognise their achievement in working within the industry on location and while the focus will be sport, the skills they will develop will be generic to outside broadcasting and transferable to other genres of programme, such as the X Factor, Sky News and Music Festivals which is likely to greatly enhance their job prospects.

1.5 Links to and from other qualifications

There are a number of qualifications offered which provide progression to and from the PDA in Outside Broadcasting in a Multi Camera Production. These are shown in the table below:

SCQF level	NQ	HNC/HND/PDA	SVQs
10		Honours Degree	
9		Ordinary Degree eg BA Television; BA Film Making and Screenwriting	
		Proposed PDA in Outside Broadcasting in a Multi Camera Production	
8		HND Creative Industries: Television HND Creative Industries: Radio HND Creative Industries: Media and Communication	
7		HNC Creative Industries: Television HNC Creative Industries: Radio HNC Creative Industries: Media and Communication	There are currently no SVQs available for the Creative Industries sector. However, Creative Skillset has developed a wide range of National Occupational Standards (NOS)
6	NC Media Higher Media (valid from Aug 2014)		Proposed MA in Creative and Digital Media (SCQF level to be determined)
5	Media National 5 Skills for Work Creative Industries National 5 NC Creative Industries NPA Television Production NPA Radio Broadcasting		
4	Media National 4 Skills for Work: Creative Digital Media National 4 NPA Creative Industries		
3	Media National 3		

2 Qualification structure

This Group Award is made up of three mandatory Units. It comprises 16 SCQF credit points at SCQF level 9 and 8 at SCQF level 8. A mapping of Core Skills development opportunities is available in Section 5.3.

To achieve the PDA in Outside Broadcasting in a Multi Camera Production at SCQF level 9, learners would need to complete the three mandatory Units. There are also two additional Units available to learners but these are not required for achievement of the PDA. Either or both of the additional Units will be useful additions to learners whose work placement provides opportunities in the specific areas of outside broadcasting to which the Units relate.

2.1 Structure

SQA 4 code	SQA 2 code	Unit title	SQA credit	SCQF credit points	SCQF level
Mandatory Units (learners must complete all three mandatory Units)					
H65P	35	Outside Broadcasting: An Introduction	1	8	8
H65R	36	Outside Broadcasting: Health and Safety	1	8	9
H65T	36	Outside Broadcasting: Work Placement	1	8	9
Additional Units (learners do not need to take either of the additional Units to achieve the PDA. The Units would however, be a valuable addition to learners' record of achievement where the particular role undertaken permits)					
H6BB	36	Outside Broadcasting: Storytelling Techniques	1	8	9
H6BC	36	Outside Broadcasting: Advanced Multi Camera Live Playback	1	8	9

The PDA in Outside Broadcasting in a Multi Camera Production is levelled at SCQF level 9. The design principles for PDAs require 50% of the PDA to be at the level of the award. As two of the mandatory Units are at SCQF level 9 and build on the SCQF level 8 mandatory Unit, the overall level of the award is SCQF level 9.

Additional relevant Units could be added at a later date.

3 Aims of the qualification

The principal aim of the PDA in Outside Broadcasting in a Multi Camera Production at SCQF level 9 is to provide the opportunity for learners to develop the necessary skills and knowledge to work in outside broadcasting.

In a wider sense, the PDA should increase the talent base in Scotland and make it an extremely attractive, self-sufficient location for event organisers, broadcasters and TV production companies to host their events.

3.1 General aims of the qualification

The general aims of the PDA are to:

- ◆ enable learners to develop knowledge of a range of outside broadcasting job roles.
- ◆ provide recognition of outside broadcasting skills and achievements of learners in a relevant work context.
- ◆ enable progression within the SCQF framework of qualifications.
- ◆ develop transferable skills including Core Skills.
- ◆ develop employment skills and enhance employment opportunities.

3.2 Specific aims of the qualification

The specific aims of the PDA are to:

- 1 Develop knowledge and understanding of the roles and responsibilities and discipline required in outside broadcasting.
- 2 Develop specialist health and safety awareness and understanding.
- 3 Provide opportunities to develop advanced skills in outside broadcasting including Multiple Channel and replay hard disk devices.
- 4 Enable learners to develop knowledge of the context and working practices involved in an outside broadcasting environment and to apply this to a relevant work placement in outside broadcasting.
- 5 Enhance employment opportunities in the creative industries sector.

4 Recommended entry to the qualification

Entry to this qualification is at the discretion of the centre. The following information (on prior knowledge, skills, experience or qualifications that provide suitable preparation for this qualification) has been provided by the Qualification Design Team as guidance only.

Learners would benefit from having attained the skills, knowledge and understanding required by one or more of the following (or equivalent) qualifications and/or experience:

- ◆ HND Creative Industries: Television
- ◆ HND Creative Industries: Radio
- ◆ HND Media and Communications
- ◆ Relevant qualification at SCQF level 8
- ◆ Relevant work experience in the creative industries

4.1 Core Skills entry profile

The Core Skill entry profile provides a summary of the associated assessment activities that exemplify why a particular level has been recommended for this qualification. The information should be used to identify whether additional learning support needs to be put in place for learners whose Core Skills profile is below the recommended entry level or whether learners should be encouraged to do an alternative level or learning programme.

Core Skill	Recommended SCQF entry profile	Associated assessment activities
Communication	6	<p>Communication is vital in outside broadcast. Learners need to be able to listen and follow instructions and to provide information under pressure.</p> <p>In addition, learners will be required to read documents, produce reports and evaluate their performance.</p>
Numeracy	4	<p>The <i>Outside Broadcasting: Work Placement</i> Unit may require learners to record and analyse graphical information in terms of metadata, log sheets and statistical information.</p>
Information and Communication Technology (ICT)	6	<p>The creative industry is a fast moving sector which is very dependent on technology. The <i>Outside Broadcasting: Work Placement</i> Unit requires learners to be familiar with and able to use specific IT equipment relevant to their job role.</p>
Problem Solving	6	<p>The <i>Outside Broadcasting: Work Placement</i> Unit requires learners to undertake a work placement in outside broadcast which will involve various aspects of problem solving.</p> <p>In addition, the <i>Outside Broadcasting: Health and Safety</i> Unit requires learners to carry out a risk assessment which will require learners to fully utilise their problem solving skills and develop realistic contingency plans.</p>
Working with Others	6	<p>The <i>Outside Broadcasting: Work Placement</i> Unit requires learners to undertake a work placement in outside broadcast which requires learners to work as part of a team.</p>

5 Additional benefits of the qualification in meeting employer needs

This qualification was designed to meet a specific purpose and what follows are details of how that purpose has been met through mapping of the Units to the aims of the qualification. Through meeting the aims, additional value has been achieved by linking the Unit standards with those defined in National Occupational Standards and/or trade/professional body requirements. In addition, significant opportunities exist for learners to develop the more generic skill, known as Core Skills through doing this qualification.

5.1 Mapping of qualification aims to Units

The table below shows how the specific aims of the award are met through the mandatory Units.

Code	Unit title	Aims				
		1	2	3	4	5
H65P 35	Outside Broadcasting: An Introduction	✓	✓		✓	✓
H65R 36	Outside Broadcasting: Health and Safety		✓		✓	✓
H65T 36	Outside Broadcasting: Work Placement	✓	✓	✓	✓	✓
H6BB 36	Outside Broadcasting: Storytelling Techniques	✓			✓	✓
H6BC 36	Outside Broadcasting: Advanced Multi Camera Live Payout	✓		✓	✓	✓

5.2 Mapping of National Occupational Standards (NOS) and/or trade body standards

The table below shows linkages between the mandatory Units and the National Occupational Standards.

Code	Unit title	CCSTP16	National Occupational Standard								
			X2	X3	X3.5	SKSE19	SKSCTV11	SKS P23	SKS P31	SKS P25	SKS P30
H65P35	Outside Broadcasting: An Introduction					✓	✓	✓	✓	✓	✓
H65R36	Outside Broadcasting: Health and Safety	✓	✓	✓	✓						
H65T36	Outside Broadcasting: Work Placement		✓		✓				✓		✓
H6BB36	Outside Broadcasting: Storytelling Techniques					✓					
H6BC36	Outside Broadcasting: Advanced Multi Camera Live Playout					✓	✓		✓		✓

CCSTP16	Work Safely
X2	Ensure your own actions reduce risks to health and safety
X3	Conduct an assessment of risk in the workplace
X3.5	Managing health and safety on a film or TV production
SKSE19	Prepare for fast turn-around editing
SKSCTV11	Provide assistance to the camera crew during multi camera shoot
SKS P23	Co-ordinate logistics for cast and crew at Unit base
SKS P31	Assist live multi source productions
SKS P25	Assist management of the set
SKS P30	Assist gallery operations and the production of multi-source recorded productions

5.3 Mapping of Core Skills development opportunities across the qualification

The table below highlights opportunities for developing Core Skills through the mandatory Units.

Unit code	Unit title	Communication		Numeracy		ICT		Problem Solving			Working with Others	
		Written	Oral	Using Number	Using Graphical Information	Accessing Information	Providing/Creating Information	Critical Thinking	Planning and Organising	Reviewing and Evaluating	Working Co-operatively with Others	Reviewing Co-operative Contribution
H65P 35	Outside Broadcasting: An Introduction	✓	✓	✓	✓	✓	✓					
H65R 36	Outside Broadcasting: Health and Safety	✓	✓			✓	✓	✓	✓			
H65T 36	Outside Broadcasting: Work Placement	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
H6BB 36	Outside Broadcasting: Storytelling Techniques	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
H6BC 36	Outside Broadcasting: Advanced Multi Camera Live Playout	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	

5.4 Assessment Strategy for the qualification

The table below provides information on the main assessment methods that learners may encounter through the mandatory Units.

Unit	Assessment		
	Outcome 1	Outcome 2	Outcome 3
Outside Broadcasting: An Introduction	Open-book Report based on research carried out	Open-book Report or presentation based on research carried out	Open-book Report or presentation based on research carried out
Outside Broadcasting: Health and Safety	Open-book Extended response	Open-book Extended response Risk Assessment	
Outside Broadcasting: Work Placement	Open-book Report based on research carried out	Open-book Diary/log detailing work placement	Open-book Evaluation of work experience including feedback
Outside Broadcasting: Storytelling techniques	Open-book Report based on research carried out	Treatment and Script	
Outside Broadcasting: Advanced Multi Camera Live Payout	Open-book Report based on research carried out	Practical activities Assessed by observation checklist	Practical activities assessed by observation checklist

6 Guidance on approaches to delivery and assessment

The PDA in Outside Broadcasting in a Multi Camera Production is designed for learners who are undertaking a work placement in outside broadcast or who are currently working in outside broadcast and wish to further develop their knowledge and skills.

The PDA equips learners with a range of practical production skills combined with knowledge of the media industry, current production processes and the personal qualities required for working in this field.

The Units contained in the PDA in Outside Broadcasting: Multi Camera Production at SCQF level 9 may be delivered as standalone qualifications or as part of the PDA. Where they are delivered as the PDA, they provide a coherent, attractive and relevant programme which will equip learners with the knowledge and skills required for outside broadcast. The PDA would also be attractive to those already in employment who do not possess a relevant qualification or wish to further develop their knowledge and skills.

Throughout the delivery of the Units, the emphasis should be on the practical aspects of outside broadcasting and how these are underpinned by both theoretical approaches and techniques.

6.1 Sequencing/integration of Units

Delivery of the award is at the discretion of centres. However, it is expected that centres would begin with Outside Broadcasting: An Introduction to ensure learners are familiar with the various job roles in outside broadcast and are familiar with the terminology, technology, workflow and logistics employed in the sector. The *Work Placement* Unit is likely to be completed towards the end of the PDA.

6.2 Recognition of Prior Learning

SQA recognises that learners gain knowledge and skills acquired through formal, non-formal and informal learning contexts.

In some instances, a full Group Award may be achieved through the recognition of prior learning. However, it is unlikely that a learner would have the appropriate prior learning and experience to meet all the requirements of a full Group Award.

The recognition of prior learning may **not** be used as a method of assessing in the following types of Units and assessments:

- ◆ HN Graded Units
- ◆ Course and/or external assessments
- ◆ Other integrative assessment Units (which may or not be graded)
- ◆ Certain types of assessment instruments where the standard may be compromised by not using the same assessment method outlined in the Unit
- ◆ Where there is an existing requirement for a licence to practice
- ◆ Where there are specific health and safety requirements
- ◆ Where there are regulatory, professional or other statutory requirements
- ◆ Where otherwise specified in an Assessment Strategy

More information and guidance on the *Recognition of Prior Learning* (RPL) may be found on our website www.sqa.org.uk.

The following sub-sections outline how existing SQA Unit(s) may contribute to this Group Award. Additionally, they also outline how this Group Award may be recognised for professional and articulation purposes.

6.2.1 Articulation and/or progression

As outlined earlier, there are opportunities to articulate from the HND into the 3rd year of a number of Scottish degree programmes, including:

BA Broadcast Production, University of the West of Scotland
BA Film making and Screenwriting, University of the West of Scotland
BA Television, Edinburgh Napier University

The award is not designed specifically to articulate to these programmes, but there are a number of formal articulation agreements between colleges and these universities in place.

In addition, some colleges have informal agreements with individual Higher Education institutions which may facilitate articulation for suitable learners on an individual case-by-case basis, for example, the Royal Conservatoire of Scotland.

6.3 Opportunities for e-assessment

The choice of delivery methods for the Units making up the qualification is particularly important as the Units lend themselves to learning and teaching approaches which make it possible for learners to document and present suitable assessment evidence as they work through the Units. Learners could, for example, be encouraged to create an e-portfolio, write a blog or maintain a learning journal. They could, as an integral part of the learning and teaching process, be given guidance on how to structure and organise their material so that it is in a form that can easily be presented for assessment purposes.

Hence, in devising suitable delivery methods, it may be helpful to bear in mind that evidence for assessment can be generated in many different ways, including:

Use of E-portfolios: embed or link media rich work such as audio, video, image; encourage peer review and feedback conversations; open online platform debate and discussion; learning journals; project documentation; research diaries and reading logs; reflection.

Use of blogs: embed or link media rich work such as audio, video, photographs, project documentation, learning journals, research diaries, online presentation

Use of VLEs as collaborative assignment hubs: eg documentation of project research; events; work experience; forums.

Use of Social media as interactive assignment hubs: eg documentation of project, research diary; events; work experience; forums.

Methods such as those above link learning and teaching methods directly with the generation of formative and summative assessment evidence so that they become part and parcel of the same thing. The categories are not mutually exclusive, eg social media can be used as a hub for peer review.

As noted above, e-assessment may be particularly appropriate for this Group Award. By e-assessment we mean assessment which is supported by Information and Communication Technology (ICT), such as the use of e-portfolios or social network sites. Centres which wish to use e-assessment must ensure that the national standard is applied to all learner 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)*.

6.4 Support Materials

A range of materials to support this PDA have been developed by Creative Loop and can be accessed from their website: www.creativeloop.org

6.5 Resource requirements

Centres seeking to offer the PDA in Outside Broadcasting in a Multi Camera Production must recognise that practical production is a resource-intensive activity, and that there must be adequate access to specialist equipment used in outside broadcast such as broadcast cameras, sports lenses, multi-channel and replay hard disk devices, multi camera studios or outside broadcast trucks. The ratio of kit to learners must be sufficient for learners to gain ample hands-on experience with production equipment.

In a similar way, centres must ensure access to editing equipment and software at an appropriate quality level for learners to gain relevant knowledge of logging and post production techniques.

This PDA is reliant on links with outside broadcast companies and services to ensure up to date current working practices, technological developments and production trends are incorporated into the teaching and learning.

To ensure that learners have meaningful work placements it is strongly recommended that they complete a minimum of 5 × 8 hour working days (or equivalent).

With reference to work placements centres must ensure current Health and Safety requirements are met. They must also understand their obligations regarding different groups of learners in terms of equal opportunity, accessibility and age, for example.

Creative Skillset is the industry body which supports skills and training for people and businesses to ensure that creative industries in the UK achieve and maintain their world class position. It works with industry to accredit practice-based courses that most effectively provide learners with the skills and knowledge required by employers in the Creative Industries. These courses are judged against a set of criteria which are a useful benchmark of requirements needed to meet industry standards. They can be found on the Creative Skillset website <http://www.creativeskillset.org>. There are four key areas of assessment:

- (a) Employer engagement and industry involvement in the training.
- (b) Quality of delivery.
- (c) Progression routes to and from the programme.
- (d) Recognition by other external bodies as being of high quality.

7 General information for centres

Equality and inclusion

The Unit specifications making up this Group Award have been designed to ensure that there are no unnecessary barriers to learning or assessment. The individual needs of learners will be taken into account when planning learning experiences, selecting assessment methods or considering alternative evidence. 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 qualification(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/GuideToAssessment).

8 Glossary of terms

SQA credit value: The credit value allocated to a Unit gives an indication of the contribution the Unit makes to an SQA Group Award. An SQA credit value of 1 given to an SQA Unit represents approximately 40 hours of programmed learning, teaching and assessment.

SCQF: The Scottish Credit and Qualification Framework (SCQF) provides the national common framework for describing all relevant programmes of learning and qualifications in Scotland. SCQF terminology is used 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: SCQF credit points provide a means of describing and comparing the amount of learning that is required to complete a qualification at a given level of the Framework. One National Unit credit is equivalent to 6 SCQF credit points. One National Unit credit at Advanced Higher and one Higher National Unit credit (irrespective of level) is equivalent to 8 SCQF credit points.

SCQF levels: The level a qualification is assigned within the framework is an indication of how hard it is to achieve. The SCQF covers 12 levels of learning. HNCs and HNDs are available at SCQF levels 7 and 8 respectively. Higher National Units will normally be at levels 6–9 and Graded Units will be at level 7 and 8. 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.

Signposted Core Skills: refers to opportunities to develop Core Skills arise in learning and teaching but are not automatically certificated.

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 learners for the Unit which has been revised where they are expected to complete the Unit before its finish date.

Version Number	Description	Date

Acknowledgement

SQA acknowledges the valuable contribution that Scotland's colleges have made to the development of this qualification.

9 General information for learners

This section will help you decide whether this is the qualification for you by explaining what the qualification is about, what you should know or be able to do before you start, what you will need to do during the qualification and opportunities for further learning and employment.

The Professional Development Award (PDA) in Outside Broadcasting in a Multi Camera Production at SCQF level 9 will develop your understanding of outside broadcasting through industry focused training combined with a work placement.

The PDA is made up of three mandatory Units which cover:

- ◆ An introduction to outside broadcasting
- ◆ Health and safety legislation
- ◆ Work placement

You will be assessed by gathering and presenting a portfolio of evidence which showcases your knowledge of job roles, working disciplines, technology and risk assessment. You will then apply what you have learned during the completion of a work placement within an outside broadcast multi camera production.

On completion of the PDA, you will develop transferable skills and understand how outside broadcasting works. You may specialise in a particular genre such as sport, studio production (such as the X Factor or game shows), News or Music Festivals.

The types of job roles that would be relevant on completion of the PDA include:

- ◆ Outside Broadcast Edit Assistant/Logger
- ◆ Outside Broadcast Camera Assistant
- ◆ Outside Broadcast Sound Assistant
- ◆ Outside Broadcast Production Assistant
- ◆ Outside Broadcast Runner

Alternatively there are a number of degree programmes in Television, Film or related subjects to which you could articulate, for example, BA in Television, BA Film Making and Screen Writing, BA Broadcast Production.