



Group Award Specification for:

HNC Radio

Group Award Code: GK7N 15

HND Radio

Group Award Code: GK7P 16

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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 Background to review of HNC/HND Creative Industries: Radio

SQA has offered HNC level qualifications in practical Radio since 1989, and the current HNC Creative Industries: Radio has been in existence since 2005. A need for a qualification for successful HNC learners to progress to was identified by delivering centres and in 2011, the HND in Creative Industries: Radio was validated.

The review of the qualifications was taken forward by SQA and a Qualifications Development Team (QDT) consisting of representatives from, City of Glasgow College, Edinburgh's College, Fife College, New College Lanarkshire, North East College Scotland, West College Scotland, and an industry representative. While the HND was a relatively new qualification, the QDT decided to take to opportunity to update the HND at the same time as the HNC.

Take up of the HNC has been consistent, and graduates of the HNC/HND have successfully gone on both to university level education and industry employment. The award is mature enough that many graduates now have significant careers in the media industry in Scotland and beyond.

Market research for the awards involved discussion with colleges offering the awards, past and current learners, employers and desk research. Details of the market research undertaken are shown in the *Evidence to support the validation of a Group Award* document.

Within the media industries significant changes have taken place over the last few years. The most significant change is the rapid convergence of the IT and Communication industries, with the digitisation of production and distribution methods impacting on all areas of operation. There has been a rapid growth in the numbers of start-ups and mergers of companies involved in digital content creation. The new form of company organisation to emerge is characterised by decentralised informal structures, flexible working patterns, temporary contracts and part time working. There are implications for the skills base of those in employment already and those looking to gain employment. Potential workers must have the skills to learn quickly, to adapt, and to work across a range of diverse tasks. The new awards develop such skills and with their emphasis on the systematic and incremental growth in knowledge and complementary skills, will also lay the foundation for future industry accreditation.

The emphasis on underpinning theoretical knowledge and analytical skills also supports articulation into Higher Education degree courses.

1.2 Title of the qualifications

The QDT discussed the title of the qualification and there was a feeling that it was rather dated and a more contemporary title should be adopted.

Employers were consulted on the title of the qualifications and agreed that 'Radio' should be included in the title but no consensus on the title emerged from this consultation.

Following considerable discussion and debate, QDT members decided on the title HNC/HND Radio Broadcast Production. However, at validation this was changed to HNC/HND Radio as the validation panel felt Radio Broadcast Production was limiting and Radio more all-embracing. This was agreed with the QDT.

1.3 Links to and from other qualifications

There are a number of qualifications offered which provide progression to and from the HNC/HND Radio. These are shown in the table below:

SCQF level	NQ	HNC/HND	SVQs/Competence qualifications
10		Honours Degree eg Creative Sound Production	
9		Ordinary Degree eg BA Broadcast Production	
8		HND Radio HND Creative Industries: Television HND Creative Industries: Media and Communication	*
7		HNC Radio HNC Creative Industries: Television HNC Creative Industries: Media and Communication	Diploma in Creative and Digital Media (this qualification is part of the MA for Creative and Digital Media *
6	New Higher Media		*
5	Skills for Work Creative Industries NC Creative Industries NPA Television Production NPA Radio Broadcasting N5 Media		*
4	NPA Creative Industries: N4 Media		*

* There are currently no SVQs available for the Creative Industries sector. However, Creative Skillset has developed a wide range of National Occupational Standards (NOS).

2 Qualification structure

2.1 HNC Structure

Conditions of Award — HNC Radio

The HNC Radio is made up of 12 SQA Unit credits. It comprises 96 SCQF credit points of which 48 are at SCQF level 7 in the mandatory section including a Graded Unit of 8 SCQF credit points at SCQF level 7. A mapping of Core Skills development opportunities is available in Section 5.3.

HNC Radio

Mandatory Units (learners must achieve all the mandatory Units — 6 SQA credits)

4 code	2 code	Unit title	SQA credit	SCQF credit points	SCQF level
H9DL	34	Radio Interviewing	1	8	7
H9DM	34	Radio: Technical Operations, Recording and Editing	2	16	7
DM1A	34	Radio Presentation	1	8	7
DH8K	35	Law and the Communication Industries OR	1	8	8
F6JF	34	Law and the Media	1	8	7
H9F9	34	Radio: Graded Unit 1	1	8	7

Restricted Mandatory Units (learners must achieve one of the following Units — 1 SQA credit)

4 code	2 code	Unit title	SQA credit	SCQF credit points	SCQF level
H4A1	34	Creative Industries: an Introduction	1	8	7
DJ3A	34	Working in the Creative Industries	1	8	7
DM2L	35	Working in the Creative Industries 2	1	8	8
J0S9*	34	Working in Radio	1	8	7
H4A0	34	Creative Industries: Preparing for the Workplace	1	8	7

*Refer to History of Changes for revision changes.

Optional Units (learners must achieve 5 SQA credits from the following optional Units)

4 code	2 code	Unit title	SQA credit	SCQF credit points	SCQF level
DM0W	34	Creative Project	2	16	7
H9DW	34	Scripting and Presenting for Radio Information Bulletins	1	8	7
DM17	34	Radio Commercials Production	1	8	7
D7HJ	34	Employment Experience 1	1	8	7
D77H	34	Employment Experience 2	1	8	7
H9DX	34	Radio Music Programme Production	1	8	7
HJ4W	34	Work Placement*	1	8	7
FT66	34	Radio: Sales and Marketing	1	8	7
D75X	34	Information Technology: Applications Software 1	1	8	7
D85F	34	Using Software Application Packages	1	8	7
F1RM	34	Journalism: Public Affairs	1	8	7
H9DY	34	Scriptwriting for Radio	1	8	7
D7M2	34	Radio Production 1: Analysing and Producing Radio Programmes	1	8	7
H7MB	34	Communication: Practical Skills	1	8	7
F1RD	34	Journalism: Research and Interview Skills	1	8	7
H387	34	Visual Communication: Social Media	1	8	7
F60A	34	Research Skills	1	8	7
H7FH	33	Intellectual Property	1	8	6
HA6K	35	Creative Sound Production	1	8	8

*Refer to History of Changes for revision changes.

2.1 HND Structure

Conditions of Award — HND Radio

The HND Radio consists of 240 SCQF credit points (30 SQA Unit credits) — 112 mandatory SCQF credit points (14 SQA Unit Credits) and 128 optional SCQF credit points (16 SQA Unit credits).

The Design Principles for Higher National Diplomas require a minimum of 64 SCQF credit points at SCQF level 8. The mandatory section as detailed below contains 64 SCQF credit points at SCQF level 8; hence there are no restrictions in the optional section.

Mandatory Units (learners must achieve all the mandatory Units — 14 SQA credits)

4 code	2 code	Unit title	SQA credit	SCQF credit points	SCQF level
H9DL	34	Radio Interviewing	1	8	7
H9DM	34	Radio: Technical Operations, Recording and Editing	2	16	7
DM1A	34	Radio Presentation	1	8	7
DH8K	35	Law and the Communication Industries OR	1	8	8
F6JF	34	Law and the Media	1	8	7
H9F9	34	Radio: Graded Unit 1	1	8	7
H9DN	35	Radio Station Operation	1	8	8
H9DP	35	Radio: Complex Technical Operations: Studio	1	8	8
H9DR	35	Radio: Advanced Editing: Features and News	2	16	8
H9DT	35	Radio: Law: Ethics and Compliance	1	8	8
H9DV	35	Advanced Radio Presentation	1	8	8
H9FA	35	Radio: Graded Unit 2	2	16	8

Restricted mandatory Units (learners must achieve one of the following Units — 1 SQA credit)

4 code	2 code	Unit title	SQA credit	SCQF credit points	SCQF level
H4A1	34	Creative Industries: an Introduction	1	8	7
DJ3A	34	Working in the Creative Industries	1	8	7
DM2L	35	Working in the Creative Industries 2	1	8	8
J0S9*	34	Working in Radio	1	8	7
H4A0	34	Creative Industries: Preparing for the Workplace	1	8	7

*Refer to History of Changes for revision changes.

Optional Units (learners must achieve 15 SQA credits from the following optional Units)

4 code	2 code	Unit title	SQA credit	SCQF credit points	SCQF level
DM0W	34	Creative Project	2	16	7
H9DW	34	Scripting and Presenting for Radio Information Bulletins	1	8	7
DM17	34	Radio Commercials Production	1	8	7
D7HJ	34	Employment Experience 1	1	8	7
D77H	34	Employment Experience 2	1	8	7
H9DX	34	Radio Music Programme Production	1	8	7
HJ4W	34	Work Placement*	1	8	7
FT66	34	Radio: Sales and Marketing	1	8	7
D75X	34	Information Technology: Applications Software 1	1	8	7
D85F	34	Using Software Application Packages	1	8	7
F1RM	34	Journalism: Public Affairs	1	8	7
H9DY	34	Scriptwriting for Radio	1	8	7
D7M2	34	Radio Production 1: Analysing and Producing Radio Programmes	1	8	7
H7MB	34	Communication: Practical Skills	1	8	7
F1RD	34	Journalism: Research and Interview Skills	1	8	7
FT6A	35	Creative Industries: Content Generation	1	8	8
H9E0	35	Radio Magazine Production	2	16	8
FT5V	35	Radio: News Programme Production	1	8	8
FT69	35	Radio Feature Production	1	8	8
H9E1	35	Podcasting	1	8	8
FT6C	35	Music Scheduling	1	8	8
D7XP	35	Radio Production 2: Producing Programmes in a Range of Styles	2	16	8
FT65	35	Radio: Branding and Imaging	1	8	8
FT68	35	Radio: Producing Online Content	1	8	8
FT63	35	Radio: Advanced Technical Operations: Outside Broadcast	1	8	8
FF44	35	Creative Industries: Enterprise Activity	1	8	8
F1N8	35	Journalism: Online Reporting	2	16	8
H387	34	Visual Communication: Social Media	1	8	7
F60A	34	Research Skills	1	8	7
H1F2	34	Management: Leadership at Work	1	8	7
H7FH	33	Intellectual Property	1	8	6
HA6K	35	Creative Sound Production	1	8	8

*Refer to History of Changes for revision changes.



The shaded boxes show the mandatory Units that are common to the HNC Radio

3 Aims of the qualifications

The HNC and HND Radio have been designed to reflect the context of current radio industry practice.

3.1 General aims of the qualifications

The general aims of the HNC/HND Radio are:

General Aims

- ◆ To develop the learner's knowledge and skills in planning, analysing and synthesising.
- ◆ To enable the integration of technological, production and creative skills.
- ◆ To develop employment skills and enhance learners' employment prospects.
- ◆ To enable progression within the Scottish Credit and Qualifications Framework.
- ◆ To develop study and research skills.
- ◆ To develop transferable skills including Core Skills.
- ◆ To provide academic stimulus and challenge, and foster an enjoyment of the subject.
- ◆ To prepare learners for progression to further study.

3.2 Specific aims of the qualifications

HNC Specific Aims

- 1 To prepare learners for employment in related radio occupations at an appropriate level.
- 2 To develop knowledge and understanding of the roles and responsibilities involved in radio production.
- 3 To develop a range of contemporary vocational skills relating to the production of radio content.
- 4 To develop knowledge of the context, working practices and organisation of the radio sector
- 5 To develop a range of core and transferable skills essential for the radio industries.

HND Specific Aims

- 6 To further develop and add to the knowledge and skills gained in HNC Radio.
- 7 To prepare learners for a wide range of multi-skilled employment in related radio occupations at an appropriate level.
- 8 To develop specialist technical and production skills relating to the roles and responsibilities of radio production.
- 9 To develop a practical skillset for developing professional standards and competence within the radio sector.
- 10 To develop a deeper knowledge of self-employment, business and management issues in the Radio sector.

3.3 Graded Units

The HNC Graded Unit is a project which involves learners in radio programme. This can be either an individual or team-based project. If undertaken as a team based project, learners will be graded individually on their contribution to the process and production.

The HND Graded Unit is also a project but it is a more complex project involving live/as live and pre-recorded elements which must be team-based.

Graded Unit 2 provides an opportunity for integrated assessment of Units delivered across the course. For example, if the given task is to produce a complex outside broadcast, the production tasks explicit in the Graded Unit would be accompanied by the technical skills required to receive, rig and broadcast from the chosen location.

The assessment of Graded Unit 2 is not only concerned with practical activities, it also provides learners with the opportunity to demonstrate creative, interpersonal and management skills.

The HND Graded Unit, although a team based project, will be assessed at each stage of the process on an individual basis through evidence of the learner's contribution.

4 Recommended entry to the qualifications

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 QDT 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:

HNC Access

Access to the HNC Radio is at the discretion of individual centres. It is recommended that learners should have some competence in technology equivalent to SCQF level 5. This may be demonstrated by appropriate qualifications, relevant experience, or a mixture of both.

Some examples of appropriate formal entry qualifications are given below. They are not exhaustive or mutually exclusive and may be offered in a variety of combinations.

- 1 Any relevant Group Award at SCQF level 6 or level 5 where potential and ability are demonstrated through evidence of specialist skills and expertise.
- 2 English and Communication at SCQF level 6 (Higher level), plus one other relevant National Qualification at SCQF level 6 and, in addition, at least three other National 5 or above, or equivalent.
- 3 An SVQ at level 2 or 3 in a relevant area.
- 4 Different combinations of relevant National Qualifications, Vocational Qualifications and equivalent qualifications from other awarding bodies may also be acceptable, as would suitable vendor qualifications at an appropriate level.

Mature learners with suitable work experience may be accepted for entry provided that the enrolling centre believes that the learner is likely to benefit from undertaking the award.

Centres would have to carefully consider applications from speakers of languages other than English whose language skills would likely be tested by the sophisticated oral and written communication skills required by many aspects of radio production.

HND Access

The entry to the HND programme would normally be successful completion of the 96 SCQF Credit Points (12 SQA Unit credits) of the HNC. If the 240 SCQF credit points (30 SQA Unit credit) HND was delivered across two years with 120 SCQF credit points (15 SQA Unit credits) in each year the number of credits required to articulate would be at the discretion of the centre.

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 if 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	SCQF level 5	Reading prepared scripts (Radio Presentation) Pitching an idea (Radio Interviewing) Presenting a music programme (Radio Presentation) Written/oral assignments (Radio Interviewing)
Numeracy	SCQF level 5	Programme timings and running order
Information and Communication Technology (ICT)	SCQF level 5	Researching the Creative Industries Sector (Creative Industries: An Introduction) Researching topics, story lines for radio broadcast. Presenting stories/news/features online (Radio: Producing Online Content)
Problem Solving	SCQF level 5	Identifying and resolving common faults (Radio: Technical Operations, Recording and Editing) Planning, undertaking and evaluating a project (Graded Unit 1)
Working with Others	SCQF level 5	Conducting an interview (Radio Interviewing) Working as part of a team (various Units)

5 Additional benefits of the qualification in meeting employer needs

This qualification was designed to meet a specific purpose and what follows are details on 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 mandatory Units

Code	Unit title	Aims									
		1	2	3	4	5	6	7	8	9	10
H9DL 34	Radio Interviewing	X	X	X	X	X					
H9DM 34	Radio: Technical Operations, Recording and Editing	X	X	X	X	X					
DM1A 34	Radio Presentation	X	X	X	X	X					
DH8K 35	Law and the Communication Industries	X				X					
F6JF 34	OR Law and the Media										
H9F9 34	Radio: Graded Unit 1	X	X	X	X	X					
H4A1 34	Creative Industries: An Introduction	X	X		X	X					
DJ3A 34	Working in the Creative Industries	X	X		X	X					
DM2L 35	Working in the Creative Industries 2	X	X		X	X					
H4A0 34	Creative Industries: Preparing for the Workplace	X	X		X	X					
H9DN 34	Radio Station Operation	X	X		X	X	X	X		X	X
H9DP 35	Radio: Complex Technical Operations: Studio	X	X	X	X	X	X	X	X	X	X
H9DR 35	Radio: Advanced Editing: News and Features	X	X	X	X	X	X		X		
H9DT 35	Radio: Law: Ethics and Compliance	X			X	X	X	X		X	X
H9DV 35	Advanced Radio Presentation	X	X	X	X	X	X	X	X	X	
H9FA 35	Radio: Graded Unit 2	X	X	X	X	X	X	X		X	X

5.2 Mapping of National Occupational Standards (NOS)

Creative Skillset, the Sector Skills Council for the creative industry has developed a wide range of National Occupational Standards for all occupations across the Creative Industries. These standards define the skills, knowledge and experience required to work in the various sectors of the creative industries including radio.

The Radio NOS were considered in the review of the HN Units and the following table shows the relationship between the Units of the HNC/HND Radio and the relevant NOS.

The HN Units provide underpinning knowledge and skills, however, they do not cover all aspects of the NOS.

P = Partial mapping of NOS Unit to HN Unit

F = Full mapping of content of NOS Unit to HN Unit

National Occupation Standard	SKSGWS Manage the Work of Teams in the CI	SKSF1 Manage and Market yourself as a freelancer	SKSX1 Contribute to good working relationships	SKSRC32 Conduct Yourself Ethically When	SKSRC31 Comply With The Law When Working	SKSRC30 Prepare For And Conduct Radio	SKSRC29 Present A Radio Programme	SKSRC28 Use And Develop The Voice For Radio	SKSRC27 Evaluate The Success Of Radio	SKSRC26 Produce Station Branding, Radio Trails	SKSRC25 Produce Radio Outside Broadcasts	SKSRC24 Produce Live Radio Broadcasts	SKSSKSRC23 Produce Multiplatform Content For	SKSRC22 Produce Music Radio	SKSRC21 Produce Speech Content For Radio	SKSRC20 Assist With Radio Productions	SKSRC19 Direct Or Commission Others To	SKSRC18 Select And Brief Radio Contributors	SKSRC17 Select And Direct Performing Musicians For Radio	SKSRC16 Select And Direct Radio Presenters, Performers And Voiceover Artists	SKSRC15 Edit, Process And Mix Audio	SKSRC14 Record Audio On Location And In	SKSRC13 Operate A Radio Studio	SKSRC12 Manage Audio Material	SKSRC11 Write For Multiplatform Use In Radio	SKSRC10 Write For Radio	SKSRC9 Evaluate Ideas For Radio Content	SKSRC8 Pitch Ideas For Radio Content	SKSRC7 Work To A Brief For Radio Content	SKSRC6 Undertake Research For Radio	SKSRC5 Originate And Develop Ideas For Radio	SKSRC4 Contribute To The Creative Process In Radio	SKSRC3 Research Audiences For Radio	SKSRC2 Research The Structure of Radio	SKSRC1 Work Effectively In Radio	
Radio Presentation						P	P	P						P	P																					
Radio Interviewing						P	P							P									P													
Radio: Technical Operations, Recording and Editing						P	P								P						P		P													
Law and the Communication Industries/Law and the Media						P	P																													
Radio: Graded Unit 1						P	P	P													P															P

5.3 Mapping of Core Skills development opportunities

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
H9DL 34	Radio Interviewing	X	X			X	X	X	X	X	X	
H9DM 34	Radio: Technical Operations, Recording and Editing				X	X	X	X	X	X	X	
DM1A 34	Radio Presentation		X	X			X				X	
DH8k 35	Law and the Communication Industries	X	X									
F6JF 34	OR Law and the Media	X	X					X	X			
H9F9 34	Radio: Graded Unit 1							E5	E5	E5	X	
H4A1 34	Creative Industries: An Introduction	X	X			X	X	X	X	X		
DJ3A 34	Working in the Creative Industries	X	X			X	X	X			X	
DM2L 35	Working in the Creative Industries 2	X	X			X	X	X	X	X	X	
H4A0 34	Creative Industries: Preparing for the Workplace	X	X			X	X	X	X	X		
H9DN 35	Radio Station Operation	X	X					X	X		X	X
H9DP 35	Radio: Complex Technical Operations: Studio		X	X	X	X	X	X	X	X		
H9DR 35	Radio: Advanced Editing: News and Features	X	X			X	X	X	X	X		

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
H9DT 35	Radio: Law: Ethics and Compliance	X	X			X	X	X	X	X		
H9DV 35	Advanced Radio Presentation	X	X						X	X	X	
H9FA 35	Radio: Graded Unit 2	X	X	X		X	X	E6	E6	E6	X	X
DM0W 34	Creative Project	X	X			X	X	X	X	X	X	
H9DW 34	Scripting and Presenting for Radio Information Bulletins	X	X	X		X	X	X	X	X		
DM17 34	Radio Commercials Production	X	X			X	X	X	X	X	X	
D7HJ 34	Employment Experience 1										E5	E5
D77H 34	Employment Experience 2										E6	E6
DV0M 34	Work Experience							E6	E6	E6		
H9DX 34	Radio Music Programme Production	X	X	X		X	X	X				
FT66 34	Radio: Sales and Marketing	X	X	X		X	X	X	X	X	X	
D75X 34	Information Technology: Applications Software 1					E6	E6					
D85F 34	Using Software Application Packages					E5	E5					
F1RM 34	Journalism: Public Affairs	X	X									
H9DY 34	Script Writing for Radio	X	X					X	X	X		
D7MN2 34	Radio Production 1: Analysing and Producing Radio Programmes	X	X			X	X	X	X	X		
H7MB 34	Communication: Practical Skills	E6	E6									

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
F1RD 34	Journalism: Research and Interview Skills	X	X			X	X				X	
FT6A 34	Creative Industries: Content Generation	X	X					X	X	X	X	
H9E0 35	Radio: Magazine Programme Production	X	X			X	X	X	X	X	X	X
FT5V 35	Radio: News Programme Production	X	X			X	X	X	X	X	X	X
FT69 35	Radio Feature Production	X	X			X	X	X	X	X	X	X
H9E1 35	Podcasting	X	X			X	X	X	X	X	X	
FT6C 35	Music Scheduling	X	X			X	X					
D7XP 35	Radio Production 2: Producing Programmes in a Range of Styles	X	X			X	X	X	X	X	X	
FT65 35	Radio: Branding and Imaging	X	X			X	X	X	X	X	X	
FT68 35	Radio: Producing Online Content	X	X			X	X	X	X	X	X	
FT63 35	Radio: Advanced Technical Operations: Outside Broadcast	X	X			X	X	X	X	X	X	
FF44 35	Creative Industries: Enterprise Activity	X	X					X	X	X	X	
F1N8 35	Journalism: Online Reporting	X	X			X	X	X	X	X	X	
H387 34	Visual Communication: Social Media	X	X	X	X	X	X	X	X	X	X	
F60A 34	Research Skills	X	X	X	X	X	X	X	X	X		
H1F2 34	Management: Leadership at Work	X	X					X				

5.4 Assessment Strategy for the qualifications

Unit	Assessment			
	Outcome 1	Outcome 2	Outcome 3	Outcome 4
Radio Interviewing	Open-book Written/oral assignment	Open-book Practical assignment	Open-book Practical assignment	Open-book Practical assignment
Radio: Technical Operations, Recording and Editing	Open-book Written/oral/practical assignment	Open-book Practical assignment	Open-book Practical assignment	
Radio Presentation	Open-book Practical assignment	Open-book Practical assignment	Open-book Practical assignment	
Law and the Communication Industries (Law/Compliance/contracts) OR Law and the Media	Open-book supervised conditions Written/oral responses to questions on case study material Closed-book — supervised conditions Sampling of knowledge and skills	Open-book supervised conditions Written/oral responses to questions on case study material Closed-book — supervised conditions Sampling of knowledge and skills	Open-book supervised conditions Written/oral responses to questions on case study material Closed-book — supervised conditions Sampling of knowledge and skills	 Closed-book — supervised conditions Case study
Radio: Graded Unit 1	Holistic assessment across all three stages. Open-book Project			
Creative Industries: An Introduction	Open-book Written/oral assignment	Open-book Written/oral assignment	Open-book Written/oral assignment	
Working in the Creative Industries	Open-book Controlled conditions		Open-book Personal Development Plan	
Working in the Creative Industries 2	Open-book Report	Open-book Report and Plan	Open-book Folio, CV, Presentation and Mock Interview	

Unit	Assessment			
	Outcome 1	Outcome 2	Outcome 3	Outcome 4
Creative Industries: Preparing for the Workplace	Open-book Practical assignment	Open-book Practical assignment	Open-book Skills audit and self-promotion strategy	
Radio Station Operation	Open-book Written/oral assignment	Open-book Practical assignment	Open-book Written/oral assignment	
Radio: Advanced Technical Operations: Studio	Open-book Practical assignment		Open-book Practical assignment	
Radio: Advanced Editing: News and Features	Open-book Practical assignment	Open-book Practical assignment		
Radio: Law: Ethics and Compliance	Open-book written and/or recorded oral responses to a series of case studies.	Open-book Report		
Advanced Radio Presentation	Visual checklist or oral presentation.	Open-book written/verbal responses	Open-book Recorded radio performances and a written/verbal self and peer assessment.	
Radio: Graded Unit 2	Open-book Practical assignment — complex broadcast			
Creative Project	Open-book Portfolio of evidence — can be integrated across all three Outcomes.			
Scripting and Presenting for Radio Information Bulletins	Open-book Production file and items for selected bulletins	Open-book Scripts for bulletins	Open-book Recordings of learner presenting bulletins	

Unit	Assessment			
	Outcome 1	Outcome 2	Outcome 3	Outcome 4
Radio Commercials Production	Open-book Extended/restricted response questions	Open-book Practical: Agreed production brief	Open-book Scripts and studio recordings	
Employment Experience 1	Open-book Portfolio			
Employment Experience 2	Open-book Portfolio			
Work Experience	Open-book Portfolio including CV	Open-book Portfolio including personal log and report	Open-book Portfolio including updated CV, and evaluation report	
Radio Music Programme Production	Open-book Pitch; production file, Recording Assessor checklist	Open-book Practical assignment		
Radio: Sales and Marketing	Open-book written and/or recorded oral response to a series of questions or in response to a case study.		Oral presentation Summary of research and costings	
Information Technology: Applications Software 1	Practical assignment Observation checklist and printouts			
Using Software Application Packages	Practical assignment Observation checklist	Project or case study Printouts, screen dumps, etc		
Journalism: Public Affairs	Open-book, controlled and supervised conditions Extended response or restricted response questions	Open-book, controlled and supervised conditions Extended response or restricted response questions	Open-book, controlled and supervised conditions Extended response or restricted response questions	

Unit	Assessment			
	Outcome 1	Outcome 2	Outcome 3	Outcome 4
Script Writing for Radio	Open-book, controlled conditions Responses to questions	Open-book Scripts		
Radio Production 1: Analysing and Producing Radio Programmes	Written/oral assignment Essay, log book or audio diary	Practical assignment Production of radio programme		
Communication: Practical Skills	Open-book Written/oral assignment	Open-book Written assignment	Open-book Presentation	
Journalism: Research and Interview Skills	Open-book Controlled, supervised conditions Journalistic assignment	Open-book Controlled, supervised conditions Journalistic assignment Research to include interview	Open-book Controlled, supervised conditions Journalistic assignment News story/feature	
Creative Industries: Content Generation	Open-book Project	Open-book Project	Open-book Project	
Radio: Magazine Production	Open-book Perform Pre-production roles	Open-book Perform role of Producer		
Radio: News Programme Production	Open-book short essay or short answers to specific questions	Open-book Portfolio containing a completed script, running order and diary or log	Open-book Practical assignment Completed programme produced	
Producing Radio Features	Open-book Written examination in controlled conditions or oral presentations	Presentation and three pitches to meet a brief	Practical assignment Programme, script, and cue material	

Unit	Assessment			
	Outcome 1	Outcome 2	Outcome 3	Outcome 4
Podcasting	Open-book Production of written/oral evidence demonstrating understanding of the genre of podcasts	Open-book Pitch presentation	Open-book Three Podcasts uploaded to a suitable platform	
Music Scheduling	Open-book Production of a written and/or recorded oral report of approximately 500 words supported by a log of a minimum of one hour of music broadcast.	Closed-book conditions Written or recorded oral evidence	Open-book Music policy statement Three hour music log based on music policy	
Radio Production 2: Producing Programmes in a Range of Styles	Open-book Practical assignment Production of a live radio programme, the plan, the log and a recording of the programme	Open-book Practical assignment Script and recording	Open-book Group activity Production of script and recording of radio magazine programme	
Radio: Branding and Imaging	Open-book Written oral response to case study which investigates the branding and imaging activity of a particular group or station.		Open-book Project Production of a range of audio imaging in response to a brief	
Radio: Producing Online Content	Open-book Written or recorded oral evidence	Open-book Practical assignment Production of interactive online content to support a radio broadcast.		

Unit	Assessment			
	Outcome 1	Outcome 2	Outcome 3	Outcome 4
Radio: Advanced Technical Operations: Outside Broadcast	Open-book Practical assignment, in which the learner is required to prepare, set up and carry out the technical operations of an outside broadcast Supported by the production of relevant paperwork			
Creative Industries: Enterprise Activity	Outcomes 1, 2 and 3 could be assessed holistically as part of a single project, consisting of a portfolio of evidence for Outcome 1, observation checklist for Outcome 2 and a report to cover the Evidence Requirements for Outcome 3.			
Journalism: Online Reporting	Open-book Practical assignment Producing articles and blogs	Open-book Practical assignment Editing text article for online use	Open-book Practical assignment Producing 'Call to action' and online poll	Open-book Practical assignments Outcome 4 Presentation of material in a relevant fashion for online consumption Outcome 5 Audio and visual report Including evidence of planning, interviewing, recording and editing the package
Visual Communication: Social Media	Open-book Practical assignment Written/oral/online evidence	Open-book Research project	Open-book Practical project	
Research Skills	Open-book Holistic assessment — investigative report			
Management: Leadership at Work	Open-book Holistic assessment — report			

6 Guidance on approaches to delivery and assessment

The HNC/HND Radio have been designed to reflect the context of current radio broadcasting and related areas such as online streaming and podcasting. Learners will be encouraged to think beyond the confines of traditional analogue radio broadcasting and to consider the impact of the internet, digital convergence and the different mediums through which audio content is made available to its audience. This is reflected in the inclusion of Units such as Radio: Producing Online Content; Podcasting and Creative Industries: Content Generation.

Furthermore the award is designed to develop well rounded multi-skilled learners able to undertake different duties and adapt to changes. This approach mirrors practice in both broadcast and other audio production environments, where an individual may have a number of roles in a small team. These might include:

- ◆ A manager of a small radio station who combines the role of presenter with a degree of sales and marketing and overall management of the station team.
- ◆ A programme producer looking after a daily programme while also planning a complex outside broadcast.
- ◆ An independent producer recording content for online distribution which might also be offered to a national network.

Scenarios like these result in overlapping responsibilities and the individual has to prioritise each task or demand, often within tight time constraints.

The HNC/HND is designed to be of value to learners who hope to progress to employment or further study. The mandatory Units ensure that the broad base of skills and knowledge is covered and includes a high level of practical skills, analytical research and practical use of technology. The courses are set within a rapidly changing industry. Learners need to be aware of the need for multi-skilling and transferable skills.

The mandatory section of the Unit *Creative Industries: Content Generation* is purposefully medium non-specific and concentrates on the generation of content of value across traditional media boundaries. Podcasting clearly relates to the supply of broadcast content via the internet whilst *Radio: Producing Online Content* is about re-purposing content for specific use on the web.

Whilst the developers and writing team accept that attempts to ‘future-proof’ an award may be limited due the evolving nature of the industry there has been a clear attempt to create an award which is flexible and open enough to respond to the constant change of broadcast media technologies.

As conditions vary between centres in terms of availability of resources, staff and learner profiles, outline decisions have to be made early on what needs to be assessed, when and how, what knowledge is essential and crucial to test, and what knowledge and skills may be taught, developed and applied without formal assessment.

Assessment of the Graded Units will naturally fall towards the end of the delivery period as learners will need to have completed or at least be about to complete the mandatory Units covered by the Graded Units. However centres must also allow sufficient time for learners to prepare for and complete the Graded Unit and to allow for assessment decisions to be made. Timescales for when the Graded Unit will commence and the various deadlines for completion of the Graded Unit should be communicated to learners as early as possible in the delivery of the award. Learners should be given as many opportunities as possible to express their creativity not just in the work undertaken for the Graded Unit but in their choice of practical project. Learners should be encouraged to select their own project in an area of interest to them with sufficient guidance and advice from the centre to ensure that the project provides opportunities to develop the evidence required by the Unit. The assessment of the Graded Unit should be based on the process followed throughout the planning, developing and evaluating stages and the quality and thoroughness of all the evidence produced rather than purely on the standard of the finished piece.

Examples of projects include producing a live broadcast in the form of a magazine programme, complex scripted documentary or planning and organising an outside broadcast.

6.1 Sequencing/integration of Units

Delivery of this award should be conducted in a positive, technology rich, open-minded and creative environment. It is envisaged that much of the learning will take place within an integrated delivery model where learners will be engaged in inter-connected programme-making and associated activities.

The qualifications encourage a holistic approach to assessment, with a strong emphasis on integration of assessment opportunities.

The following example of a three-block pattern for a full time HNC (15 credits) is offered for consideration. It should be noted that while the following examples may be helpful for centres, they are illustrative only and centres should carefully consider all available resources including timetabling and staff expertise.

Centres may also wish to consider a project based approach, integrating the delivery and assessment of a number of Units over the academic year/session.

Block 1	Block2	Block 3
Radio Presentation	Creative Industries: an Introduction	Radio Production 1: Analysing and Producing Radio Programmes
Radio: Technical Operations, Recording and Editing		Radio Commercials Production
Scriptwriting for Radio	Scripting and Presenting Radio Information Bulletins	Radio: Graded Unit 1
Radio: Interviewing	Creative Project	
Law and the Media	Radio: Music Production	Radio: Sales and Marketing

The following example of a three-block pattern for the second year of the HND is offered for consideration:

Block 1	Block2	Block 3
Radio: Advanced Editing: News and Features (2 credits)		Radio: Advanced Technical Operations: Outside Broadcasting
Radio: Complex Technical Operations: Studio	Podcasting	Radio: News Programme Production
Radio: Magazine Programme Production (2 credits)		Radio: Graded Unit 2 (2 credits)
Advanced Presentation	Creative Industries: Content Generation	
Radio Station Operation	Radio: Law: Ethics and Compliance	Creative Industries: Creative Enterprise Activity

The mandatory Units (**in bold**) ensure that the following important strands are followed:

- ◆ Station operation and compliance
- ◆ Technical operations and editing
- ◆ Programme/content generation

The option choice allows some flexibility in programme design. It would be possible to change the focus of the award to meet the needs of different student groups, institutions and local markets. This could be achieved in a number of ways.

- ◆ The station operation content could be supported by Sales and Marketing and Branding and Imaging Units
- ◆ Including the above and Music Scheduling would be appropriate for progression to local commercial radio
- ◆ The journalistic content of the award could be developed by including Research and Interview Skills, Public Affairs and Online Reporting
- ◆ The programme making aspect of the award could be emphasised by the inclusion of Units in magazine programmes and features.
- ◆ The multi-platform nature of the award's skills could be enhanced by the inclusion of Broadcast: Producing Online Content

Any of these options could be delivered as part of the first year, HNC, delivery.

- ◆ Opportunities exist for integrating assessment Outcomes within Units and across Units. Some of these integration opportunities are identified in the table below but there would be many more alternative approaches which would be equally acceptable. Further information on possible opportunities to integrate assessments is included within the individual Unit specifications.

Title	Radio Interviewing	Radio Presentation	Radio Tech Ops Recording and Editing	Law and Media	Radio: Adv Editing	Radio Adv Tech Ops: OB	Radio Adv Tech Ops: Studio	Podcasting	Radio News Prog Prod	Radio Mag Prod	Adv Radio Presentation	Radio Station Op	Radio Law Ethics and Compliance	CI: Creative Ent Activity
Radio Interviewing			X	X										
Radio Presentation	X		X	X										
Radio Tech Ops Recording and Editing	X	X												
Law and Media	X	X												
Radio: Advanced Editing: News and Features						X		X	X	X			X	
Radio: Advanced Technical Operations: Outside Broadcast					X			X	X	X	X			
Radio: Advanced Technical Operations: Studio								X	X	X	X			
Podcasting					X	X	X		X	X	X		X	X
Radio: News Programme Production						X	X	X		X	X		X	
Radio: Magazine Production					X	X	X	X	X		X		X	
Advanced Radio Presentation						X	X	X	X	X				
Radio Station Operation								X					X	X
Radio: Law: Ethics and Compliance					X				X	X		X		X
C I: Creative Enterprise Activity												X	X	

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 in Section 1.3, there are opportunities to articulate from the HND to degree programmes.

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

Learners successfully completing the HNC could progress to the HND or the first or second year of a relevant University degree, further study or to employment, eg broadcast assistant, trainee presenter.

Learners successfully completing the HND could progress to relevant degree programmes.

Relevant degree programmes include:

- ◆ BA Broadcast Production — University of the West of Scotland
- ◆ BA Media and Communications or BA Multimedia Journalism — Glasgow Caledonia University
- ◆ BA (Hons) Creative Sound Production — Abertay University
- ◆ BA Broadcasting Studies — Falmouth University
- ◆ BA (Hons) Broadcast Media Production — Sunderland University
- ◆ BA (Hons) Radio — Bournemouth University
- ◆ BA Journalism — University of the West of Scotland

Employment opportunities in all sectors of the radio industry include:

- ◆ Community Radio: station manager, presenter, sales and marketing, journalist
- ◆ Commercial Radio: presenter, technical operator, sales, marketing, sponsorship and promotions, commercial traffic, music scheduling, producer, online producer, commercial producer, imager
- ◆ BBC radio: content assistant, content producer, scheduling, studio manager, sports assistant, sound assistant, presenter
- ◆ Independent sector: producer, presenter, manager, compliance, broadcast assistant
- ◆ Freelance: any of the above, podcaster, freelance presenter, voice artist, commercial producer, imager

6.2.2 Credit transfer

For existing learners undertaking the HNC/HND Radio the following credit transfer guidance is provided:

Learners may be given credit transfer between the existing HN Units and the revised HN Units where there is broad equivalence between the subject related content of the existing and revised Unit (or combination of Units). Learners who are given credit transfer between current Units and the new HN Units must still satisfy all other conditions of the award.

The following table highlights the Units that have been revised as part of this review.

Title Old Unit	Mand or Opt	Cred Val	Title New Unit	Cred Val	Credit transfer conditions
Radio Interviewing	M HNC/D	1	Radio Interviewing	1	Full credit transfer
Radio: Technical Operations, Recording and Editing	M HNC/D	2	Radio: Technical Operations, Recording and Editing	2	Full credit transfer
Creative Industries: Radio: Graded Unit 1	M HNC/D	1	Radio: Graded Unit 1	1	Full credit transfer
Radio Station Management	M HND	1	Radio Station Operation	1	Full credit transfer
Radio: Advanced Technical Operations: Studio	M HND	1	Radio: Complex Technical Operations: Studio	1	Full credit transfer
Radio: Advanced Editing	M HND	2	Radio: Advanced Editing: News and Features	2	Full credit transfer
Radio: Law: Ethics and Compliance	M HND	1	Radio: Law: Ethics and Compliance	1	Full credit transfer
Advanced Radio Presentation	M HND	1	Advanced Radio Presentation	1	Full credit transfer
Scripting and Presenting for Radio News	M HNC/D	1	Scripting and Presenting for Radio Information Bulletins	2	Full credit transfer
Radio Music Programme Production	Opt	1	Radio Music Programme Production	1	Full credit transfer
Scriptwriting for Radio	Opt	1	Scriptwriting for Radio	1	Full credit transfer
Radio Magazine Production	Opt	2	Radio Magazine Production	2	Full credit transfer

6.3 Opportunities for e-assessment

The HNC/HND includes some Units which may be suitable for Open or Distance Learning. In real terms, the practical nature of work in the media industries involves interaction and working together with a group, and in order to develop such skills attendance at a centre with access to specialised equipment available would be a preferred option for the course. Flexible part time study with open delivery may be a practical option where a learner is in employment in a media related post. Where Open or Distance Learning is used centres must ensure that procedures are in place to authenticate learner's evidence.

6.4 Support materials

A **list of existing ASPs** is available to view on SQA's website.

6.5 Resource requirements

The QDT has provided the following guidance for centres wishing to deliver the HNC/HND in Radio in terms of the specialist equipment that is required for a radio studio.

- ◆ Audio Editing Software
- ◆ Microphones
- ◆ Headphones
- ◆ Audio mixer
- ◆ Digital audio workstation (DAW)
- ◆ Digital recorders
- ◆ PC lab with internet access
- ◆ Play out software
- ◆ Scheduling software
- ◆ Phone line and/or skype and/or voice over IP
- ◆ Talk back facilities

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

Embedded Core Skills: is where the assessment evidence for the Unit also includes full evidence for complete Core Skill or Core Skill components. A learner successfully completing the Unit will be automatically certificated for the Core Skill. (This depends on the Unit having been successfully audited and validated for Core Skills certification.)

Finish date: The end of a Group Award's lapsing period is known as the finish date. After the finish date, the Group Award will no longer be live and the following applies:

- ◆ learners may not be entered for the Group Award
- ◆ the Group Award will continue to exist only as an archive record on the Awards Processing System (APS)

Graded Unit: Graded Units assess learners' 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 learners to retain and adapt their skills and knowledge. (**Note to writer:** delete if not applicable to product type)

Lapsing date: When a Group Award is entered into its lapsing period, the following will apply:

- ◆ the Group Award will be deleted from the relevant catalogue
- ◆ the Group Award specification will remain until the qualification reaches its finish date at which point it will be removed from SQA's website and archived
- ◆ no new centres may be approved to offer the Group Award
- ◆ centres should only enter learners whom they expect to complete the Group Award during the defined lapsing period

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
04	Addition of Optional Unit: J0S9 34 – Working in Radio added to both HNC/HND frameworks as Optional Mandatory unit.	09/07/18
03	Revision of Unit: DV0M 34 Work Experience has been replaced by HJ4W 34 Work Placement and will finish on 31/07/19.	30/03/17
02	Addition of Optional Unit: Creative Sound Production HA6K 35 to both HNC/HND framework	11/02/16

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 HNC and HND Radio awards have been designed to help you succeed in the fast-moving world of radio. The HND usually takes two years to complete but you can finish after one year with an HNC. Both will prepare you for employment or freelance work at an introductory level in various radio occupations or for further study in higher education.

Radio is at the forefront of media developments and these qualifications take account of recent, big changes in broadcast technology, giving you all the skills you'll need to compete successfully for entry into this exciting job market.

You'll gain general knowledge of the context, working practices and organisation of the radio industries while you develop specialist technical and production skills relevant to different radio production roles. For example, the HNC will develop your skills and knowledge in programme production, technical operations, interviewing and presenting. The HND will build on these by increasing their depth and introducing new skills. You will develop skills in co-ordinating, producing and adapting content for multiplatform distribution.

Assessments are based on real-life radio practice. You will be assessed on your programme making and technical and presentation skills as you demonstrate them naturally throughout the course. In some Units you may use case studies (for example about complaints received by radio stations and regulators).

The high point 'finale' of your HNC or HND course will be a project for its Graded Unit. An example of an HNC Graded Unit project could be to make your own or help to produce a radio magazine programme. For the HND it could be to make a documentary featuring multiple interviews with scripted sections and narration, or perhaps to plan and run a complex outside broadcast.

Whatever the project, you will be able to use the Graded Units to show how you have developed and honed your skills by making a radio programme by yourself and/or as part of a team.

You'll be given (or agree with your tutor) a realistic brief to interpret and you'll be responsible for doing the content and technical realisation research, deciding what approach you're going to take and keeping notes about what happened along the way.

If you abandon an idea that didn't work out that's ok — it's what programme-makers do every day - but you'll have to keep a note of what happened, as well as why and when, so you can use it for future reference.

You'll act like a professional whether you're making live or 'as-live' programmes, so you'll have to respond quickly and effectively to problems as they come up while you're on air. How well you respond to difficult live situations will test you but will also prove how well you can do the job — to yourself and others.

Your programme content will be in line with radio industry standards but even when you've researched, pitched and produced it you'll still have to evaluate it like a pro — what worked, went well, or didn't, and most important of all — why. Would you do anything different next time? What would you keep the same? Why? Would you change your approach completely or just give it a tweak here and there?

If something goes really well or badly wrong, you have to figure out why so that you can learn from *all* your experience and not waste any of it. This 'debrief' is key to understanding how great content is made — and to your final mark as well! You will be given a Grade of A, B or C based on the standard of your overall Graded Unit project.