



**Arrangements for:**  
**HNC Practical Journalism**  
**HND Practical Journalism**  
**Group Award Codes: G8L1 15 and G8L2 16**

**Validation date: (July 2007)**

**Date of original publication: July 2007**

**Version: 09 (March 2018)**

## **Acknowledgement**

SQA acknowledges the valuable contribution that Scotland's colleges have made to the development of Higher National qualifications.

## History of changes

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

Note: where a Unit is revised by another Unit:

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

Version number	Description	Date
09	<b>Addition of Unit:</b> A6T0 34 Freelance Working Skills has been added to the optional section of the HND only.	21/03/18
08	<b>Addition of Units:</b> H383 34 <i>Web Design: An Introduction</i> , HF58 34: <i>Web Development: Essential Content</i> , and H37X 34: <i>Photography: Image Editing</i> added to Optional section of HND only.	16/10/17
07	<b>Revision of Units:</b> DV0M 34 Work Experience has been replaced by HJ4W 34 and will finish on 31/07/19 for the HND Frameworks only.	30/03/17
06	<b>Unit code amendment:</b> H4WX 34 replaces FIN9 34 Journalism: News Writing  <b>Revision of Units.</b> FD5W 34 <i>Scripting and Presenting for Radio News</i> has been revised by H9DW 34 <i>Scripting and Presenting for Radio Information Bulletins</i> and will finish on 31/07/2018. DM18 34 <i>Radio Interviewing</i> has been revised by H9DL 34 <i>Radio Interviewing</i> and will finish on 31/07/2018.	26/07/2016
05	<b>Revision of Unit:</b> DE1K 33 Workplace Communication in English has been revised by H8T2 33 and finishes on 31/07/2016.	15/05/15
04	<b>Revision of Unit:</b> F1RN 35 Journalism: Public Affairs Advanced has been revised by H8T1 35 Journalism: Public Affairs Advanced and will finish on 31/07/2017	06/02/15
03	F1N9 34 <i>Journalism: News Writing</i> has been revised by H4WX 34 and will finish on 31/07/2015, F1NG 35 <i>Journalism: News Writing Advanced</i> has been revised by H4WY 35 and will finish on 31/07/2015, DM29 35 <i>Television Directing: Factual Programme</i> has been revised by H4JE 35 and will finish on 31/07/2015, DM22 34 <i>Camera: An Introduction</i> has been revised by H4A3 34 and will finish on 31/07/2015 and F45K 34 <i>Editing: An Introduction</i> has been revised by H4A6 34 and will finish on 31/07/2015.	September 2013

02	<p><b>Changes to code and title: HNC/HND: Journalism: Scots Law</b> from F1RK 34 (<i>lapse date 31/07/2012, finish date 31/07/2014</i>) to <i>Journalism: Scots Law 1</i> H1TH 34. The key change is within the Evidence Requirements where Outcomes can now be assessed by different types of Instrument of Assessment.</p> <p><b>Changes to code and title: HND: Journalism: Scots Law Advanced</b> from F1RL 35 (<i>lapse date 31/07/2012, finish date 31/07/2014</i>) to <i>Journalism: Scots Law 2</i> H1VK 34. The key changes are i) within the Evidence Requirements, Outcomes can now be assessed by different types of Assessment, ii) the revised Unit is now an SCQF level 7 Unit.</p> <p><b>Changes to codes: HND: Journalism: Sub Editing Advanced</b> from F1N7 35 (<i>lapse date 31/07/2012, finish date 31/07/2014</i>) to H2W9 35 - now a single credit Unit. <i>Scripting and Presenting for Radio News</i> from DM27 34 (<i>lapse date 31/07/2012, finish date 31/07/2014</i>) to FD5W 34. <i>Editing: An Introduction</i> DM0X 34 (<i>lapse date 31/07/2012, finish date 31/07/2014</i>) to F45K 34.</p> <p><b>Added to framework: HND: News Gathering</b> F1TM 35.</p>	25/02/13
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## 1 Introduction

This is the Arrangements Document for the new Group Awards in Practical Journalism, which were validated in July 2007. 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.

## 2 Rationale for the development of the Group Awards

Over recent years there has been a steady convergence of print and broadcast journalism with journalists required to have skills in both areas. The demands on journalists with 24 hour news reporting and a multi-skilled approach to working in the industry have been reflected in these new awards.

The new awards take account of:

- ◆ The need for a qualification with specialist provision accommodated within a flexible structure
- ◆ Units which allow for progression, meet the HN design principles and SCQF requirements
- ◆ Link with and articulate to other awards
- ◆ Units which at a later stage could be used in small specialist qualifications which could be used by experienced personnel in the media industry to extend their skills and provide continuing professional development.
- ◆ Specialist vocational skills and knowledge
- ◆ Underpinning Core Skills relating to the specialist field (in this case Journalism)
- ◆ Core, transferable life skills appropriate to employment in this area,
  - (eg Communication skills, team working skills, ICT competence)
- ◆ Flexibility to specialize in a given field or medium, eg print, online, broadcast
- ◆ Content at a level and depth appropriate to industry needs (and as prescribed for this level of qualification with the SCQF)
- ◆ Units which may allow articulation to NCTJ certification
- ◆ Units which map with National Occupational Standards

This programme is structured to provide an HNC qualification after one year of successful study and HND on completion of Year 2. The proposed content of this course is organised for delivery over each year within a mandatory section and a series of options which allow for Colleges to design tailored programmes for group study. In all 12 credits are required for the HNC award and 30 credits for the HND award.

### Market Research

Studies of occupational change such as that carried out for Future Skills Scotland Expert Briefing (The Demand for and Use of Skills in the Modern Economy — Professor Crane) show that higher skilled occupations have been growing the fastest over recent years and are projected to continue to grow at a fast rate.

Broad skill requirements of jobs in the UK economy have risen in the last 2 decades requiring longer cumulative period of training and on-the-job training. Two distinct types of skills needed for employment can be identified:

- ◆ 'Technical skills' which are occupation-specific skills which are needed to be able to carry out particular jobs.
- ◆ 'Generic skills' which are the skills that are needed in various way in a wide range of jobs. Prominent among these, in recent years, has been IT skills but several other generic skills have been identified as potentially important such as communication, team working and problem-solving. These skills are relevant in jobs at all SCQF levels. Additionally, basic skills of literacy and numeracy are also important.

Throughout these awards technical skills are incorporated and the generic Core Skills have been signposted to ensure that those undertaking the HNC/HND Practical Journalism have a qualification which meets the need of 21st century journalism.

The effect of new media on radio, television, print and the internet has led to dramatic changes in the world of journalism. This has inevitably led to moves by employers to introduce new working practices covering digital developments as they seek more flexibility from journalists. These new practices include a growing necessity for journalists to write for web pages and digital versions of various media. These new developments inevitably impact on the teaching and learning of journalism, as employers expect an ever wider range of skills from potential employees.

Journalism remains a vibrant industry, with 4,000 members of the NUJ in Scotland alone and some 32,000 in England and Wales. There are hundreds of small publishers of magazines while web sites appear at a phenomenal rate. The main employers in Scotland include: Johnston Press, Newsquest, Trinity, Express papers along with groups like Clyde & Forth, Scottish Provincial Press, EMAP, SMG and BBC.

The following information from Careers Scotland indicates that creative workers in journalism, publishing, advertising, multimedia, television and radio broadcasting are one of the UK's fastest growing occupational groups.

Publishing is the largest of the creative industries in the UK, and it has a considerable impact on UK employment. Electronic and digital publishing is the main area of rapid growth. The forecasted growth in the sector to 2007 is 4%.

Figures available from Careers Scotland show that 3,900 people were working as 'journalists, newspaper and periodical editors' as defined by the UK government in Scotland.

It is estimated that running up to 2008 there will be a need for 1,000 new employees in the broader occupational category of 'Media Associate Professionals'.

The Government's 'Media Associate Professional' category includes broadcast journalists in radio and television who work as reporters, sub editors or writers.

Journalists are now expected to be able to shoot on video, edit on digital edit systems to produce a television news item, record a news piece suitable for radio broadcast and write up the same story for the internet.

Due to advances in digital technology, job roles and requirements have become blurred and flexibility with multi-skilling is now required across all areas of journalism.

The diverse role of the journalist has been taken into account in designing these awards.

Systematic Market Research has been carried out and in addition to the above short summary of the industry-wide situation, the following sources have been surveyed.

- ◆ employers in the newspaper printing industry
- ◆ employers in the radio industry
- ◆ employers in the television industry
- ◆ professional bodies
- ◆ relevant Higher Education establishments
- ◆ former candidates
- ◆ feedback from current candidates

### **3 Aims of the Group Awards**

The aims of the HNC/HND in Practical Journalism have been divided into general aims and specific aims.

#### **3.1 Aims of the HNC**

##### **General**

- 1 To develop the candidate's knowledge and skills such as planning, analysing and synthesising.
- 2 To develop employment skills and enhance the candidate's employment prospects.
- 3 To enable progression within the Scottish Credit and Qualifications Framework.
- 4 To develop study and research skills.
- 5 To develop transferable skills including Core Skills.
- 6 To provide academic stimulus and challenge, and foster an enjoyment of the subject.



## **Specific**

The specific aims of the proposed HNC Practical Journalism are:

- 7 To develop the candidate's knowledge of the English language and skills in journalistic writing conventions.
- 8 To prepare the candidate for employment in print, radio, television or web based journalism.
- 9 To develop a range of contemporary vocational skills and competences appropriate to the conditions prevailing in current vocational practice.
- 10 To foster an awareness of the structure, composition and broad range of operational practices of print & broadcast journalism.
- 11 To prepare the candidate for further study in this field.

## **3.2 Aims of the HND**

### **General**

- 12 To further develop the candidate's knowledge and skills such as detailed planning, critically analysing and synthesising.
- 13 To develop employment skills and enhance the candidate's employment prospects.
- 14 To enable progression within the Scottish Credit and Qualifications Framework.
- 15 To develop study and research skills.
- 16 To develop transferable skills including Core Skills to the SCQF Levels demanded by employers and for progression into Higher Education and to degree award(s).
- 17 To provide academic stimulus and challenge, and foster an enjoyment of the subject.

### **Specific**

The specific aims of the HND Practical Journalism are similar to those of the HNC above, except that candidates would expect to enter employment in the field of Journalism at a more advanced stage and to have more in depth technical skills supported by a portfolio demonstrating a body of work in print, online or broadcast fields. In particular the HND SCQF Level programme develops the following additional specific aims:

- 18 To develop the candidate's knowledge of the English language and skills in journalistic writing conventions.
- 19 To develop planning & time management skills essential to professional journalism.
- 20 To develop research, interview and presentation skills central to professional journalistic competence.
- 21 To provide a broad foundation in the range of digital/ICT systems and applications appropriate to the needs of print media.
- 22 Where appropriate to specialism, to develop the required underpinning practical and technical skills appropriate to the needs of broadcast and/or on line journalism.

- 23 To develop a knowledge of national, regional, legal requirements and protocols which relate to the industry.
- 24 To extend the range of knowledge of areas appropriate to chosen specialist vocational area within the field (ie arts, sport, international, etc).
- 25 Prepare and develop the candidate for employment in print, radio and television.

### **3.3 Target groups**

The HNC and HND Practical Journalism awards are designed to offer a broadly based education through establishing a balance between practical journalism skills, Core Skills and a programme of relevant supporting Units which will help candidates prepare for employment and self-employment and articulate to Higher Education.

The awards will also meet the vocational needs of those already in employment in the media industry or those seeking to enhance their employment opportunities within their existing jobs. The award is also attractive to mature returners to education who wish to develop existing skills or change direction into the media industry.

### **3.4 Employment opportunities**

The HNC and HND Practical Journalism awards are designed to prepare candidates for employment in print, radio and/or television.

## **4 Access to Group Awards**

### **4.1 Entry to the award**

The awards are intended to provide opportunities across the sector, and therefore include wide access arrangements for candidates.

While access to the awards will be at the discretion of the centre, it would be beneficial if candidates possessed any of the following for access to the proposed HNC Practical Journalism or first year HND Practical Journalism:

- ◆ Two Highers one of which should be English or course component Units
- ◆ Scottish Group Award: Communication and Media (Higher), Arts-Social Sciences (Higher)
- ◆ Appropriate HNC or degree
- ◆ Equivalent qualification or relevant work experience
- ◆ Equivalent international qualifications, providing the competences can be identified and are appropriate.

Centres offering the HNC/D should offer pre-entry guidance to ensure applicants have an appropriate level of English. This could be done through tests and applicants may be asked to provide a folio of relevant work.

In addition, it is recommended that candidates should possess the following Core Skills profile on entry.

<b>Core Skill</b>	<b>SCQF level</b>
Communication	SCQF level 5
Using Number	SCQF level 5
ICT	SCQF level 5
Problem Solving	SCQF level 5
Working with Others	SCQF level 5

Where candidates do not come with an existing Core Skills profile, it is recommended that the centre consider carrying out a Core Skills profiling exercise.

## **4.2 Articulation to HND — 2nd Year**

While articulation to the second year of the HND course will be at the discretion of the centre it is envisaged that candidates would have achieved 15 credits before entering the 2nd year of the course. This will include all the Mandatory Units for the HNC (including the Graded Unit). Where a full HNC Practical Journalism or equivalent has been achieved but the candidate does not have 15 credits, it is recommended that an individual learning plan is formulated for the candidate so that it is clear on entry where the candidate would gain the Units required to make up a full HND.

## **4.3 Distance Learning**

The HNC and the HND awards include some Units which may be suitable for Open or Distance Learning. For some Units working in teams is a requirement, however this should not preclude distance learning. In these circumstances e-teams or virtual teams could be organised. 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 candidate is in employment in a media related post.

It is recommended that centres will require to ensure adequate preparation is made to supervise assessment and reassessment of closed-book and Graded Units to ensure the authenticity of the evidence provided by the candidate. To assist centres there is a SQA publication Assessment and Quality Assurance for Open and Distance Learning, SQA February, 2001.

## 5 Group Awards structure

### 5.1 Frameworks

#### Structure of HNC Practical Journalism

Summary of Design Principles for HNC:

- ◆ Be at SCQF level 7 and have 96 SCQF credit points (12 Unit credits)
- ◆ Have a minimum of 48 SCQF credits (6 Unit credits) at SCQF level 7
- ◆ Have one Graded Unit of 8 SCQF points at SCQF level 7
- ◆ Have a mandatory section with a minimum of 48 SCQF credit points (6 Unit credits), including the Graded Unit.

The candidate must achieve a minimum of 48 SCQF credit points at SCQF level 7 to achieve the Group Award.

Unit title	Code	SCQF credit points	SCQF level	SQA credit value
Journalism: News Writing	H4WX 34*	16	7	2
Journalism: Feature Writing	F1N2 34	8	7	1
Journalism: Research and Interview Skills	F1RD 34	8	7	1
Journalism: Public Affairs	F1RM 34	16	7	2
Journalism: Sub Editing	F1N6 34	8	7	1
Shorthand as a Skill (Introductory) (60 wpm)	DE27 34	16	7	2
Practical Journalism: Graded Unit (Project)	F1X4 34	8	7	1
Journalism: Scots Law 1	H1TH 34*	16	7	2

\*Refer to History of Changes for version changes.

#### Structure of HND Practical Journalism

Summary of Design Principles for HND:

- ◆ Be at SCQF level 8 and have 240 SCQF credit points (30 Unit credits)
- ◆ Have a minimum of 64 SCQF credits (8 Unit credits) at SCQF level 8
- ◆ Have one Graded Unit of 8 SCQF points at SCQF Level 7, plus 16 SCQF credit points of Graded Units at SCQF level 8
- ◆ Have a mandatory section with a minimum of 96 SCQF credit points (12 Unit credits), including the Graded Units.

The candidate must achieve a minimum of 64 SCQF credit points at SCQF level 8 to achieve the Group Award.

**Mandatory Section (21 credits)**

Unit title	Unit code	SCQF credit points	SCQF level	SQA credit value
Journalism: News Writing*	H4WX 34	16	7	2
Journalism: Feature Writing	F1N2 34	8	7	1
Journalism: Scots Law 1	H1TH 34*	16	7	2
Journalism: Research and Interview Skills	F1RD 34	8	7	1
Journalism: Public Affairs	F1RM 34	16	7	2
Journalism: Sub Editing	F1N6 34	8	7	1
HNC Journalism: Graded Unit - Project	F1X4 34	8	7	1
HND Journalism: Graded Unit – Project	F1X5 35	16	8	2
Journalism: Scots Law 2	H1VK 34*	8	7	1
Journalism: Social and Ethical Issues	F1RE 35	8	8	1
Shorthand as a Skill (Introductory) (60 wpm)	DE27 34	16	7	2
Shorthand as a Skill (Speed Development 1) (70 wpm)	DE28 35	8	8	1
Work Placement	HJ4W 34*	8	7	1
Journalism: Public Affairs Advanced	H8T1 35*	8	8	1
Journalism: Online Reporting	F1N8 35	16	8	2

**Restricted Option Section (a minimum of 1 Credit)**

Unit title	Unit code	SCQF credit points	SCQF level	SQA credit value
Journalism: Sub Editing Advanced	F1N7 35*	16	8	2
Journalism: Sub Editing Advanced	H2W9 35*	8	8	1

**Restricted Option Section (a minimum of 1 credit)**

Unit title	Unit code	SCQF credit points	SCQF level	SQA credit value
Shorthand as a Skill (Speed Development 2) 80 wpm	DE29 35	8	8	1
Shorthand as a Skill (Speed Development 3) 90 wpm	DE2A 35	8	8	1
Shorthand as a Skill (Speed Development 4)100 wpm	DE2C 35	8	8	1

\*Refer to History of Changes for version changes.

## Optional Section (a maximum of 7 credits)

### Broadcast Journalism

Unit title	Unit code	SCQF credit points	SCQF level	SQA credit value
Scripting and Presenting for Radio Information Bulletins	H9DW 34*	8	7	1
Radio Interviewing	H9DL 34*	8	7	1
Radio Presentation	DM1A 34	8	7	1
Television Planning and Production	DM2J 34	8	7	1
Editing: An Introduction*	H4A6 34	8	7	1
Camera: An Introduction*	H4A3 34	8	7	1
Electronic News Gathering	F1N1 35	16	8	1
Television Directing: Factual Programmes*	H4JE 35	16	8	2
Radio Production 1: Analysing & Producing Radio Programmes	D7M2 34	8	7	1
Radio Production 2: Producing Programmes in a Range of Styles	D7XP 35	16	8	2
News Gathering	F1TM 35*	8	8	1
Freelance Working Skills	A6T0 34*	8	7	1

### Online Digital Journalism

Unit title	Unit code	SCQF credit points	SCQF level	SQA credit value
Internet: Web Development	DF60 35	16	8	2
Multimedia Computing: Video with Audio	DM36 34	16	7	2
Web Design: An Introduction	HF58 34*	16	7	2
Web Development: Essential Content	H37X 34*	8	7	1

\*Refer to History of Changes for version changes.

### Newspaper and Magazine Journalism

Unit title	Unit code	SCQF credit points	SCQF level	SQA credit value
Communication: Using Information Technology and Desk Top Publishing	D7LW 34	8	7	1
Journalism: Feature Writing Advanced	F1N3 35	8	8	1
Journalism: News Writing Advanced*	H4WY 35	16	8	2
Magazine Journalism	F1N4 34	8	7	1
Journalism: Specialist Reporting	F1N5 35	8	8	1
Desk Top Publishing	DF5Y 34	8	7	1
Printing Production Processes	F0PP 34	8	7	1
Print Origination and Image Capture	F0PG 35	8	8	1
Design for Print: DTP for Magazine Production	F1V3 35	8	8	1
Design for Print: DTP for Newspaper Production	F1V4 35	8	8	1

\*Refer to History of Changes for version changes.

## Photography

Unit title	Unit code	SCQF credit points	SQA level	SQA credit value
Photography: An Introduction	DW6C 34	8	7	1
Photography: Photojournalism	DW8A 35	16	8	2
Photography: Image Editing	H37X 34*	8	7	1

\*Refer to History of Changes for version changes.

## Other options

Unit title	Unit code	SCQF credit points	SQA level	SQA credit value
Information Technology: Applications Software 1	D75X 34	8	7	1
Working in the Creative Industries	DJ3A 34	8	7	1
Personal Development Planning	DE3R 34	8	7	1
Workplace Communication in English	H8T2 33*	8	6	1

## 5.2 Mapping information

The following table shows the relationship of the individual aims to the Mandatory Units of the proposed HNC and the HND.

### The Relationship of the individual Mandatory Units to the stated Aims HNC

Title of Unit	General Aims	Specific Aims
Journalism: News Writing (F1N9 34)	1, 2, 3, 4, 5, 6	7, 8, 9, 10, 11
Journalism: Feature Writing (F1N2 34)	1, 2, 3, 4, 5, 6	7, 8, 9, 10, 11
Journalism: Scots Law (F1RK 34)	1, 2, 3, 4, 5, 6	8, 9, 10, 11
<b>OR</b> Journalism: Scots Law 1 (H1TH 34)		
Journalism: Research and Interview Skills (F1RD 34)	1, 2, 3, 4, 5, 6	7, 8, 9, 10, 11
Journalism: Public Affairs (F1RM 34)	1, 2, 3, 4, 5, 6	8, 9, 10, 11
Journalism: Sub Editing (F1N6 34)	1, 2, 3, 4, 5, 6	7, 8, 9, 10, 11
Shorthand as a Skill (Introductory) (60wpm) (DE27 34)	2, 3, 4, 5, 6	8, 9, 10, 11
HNC Practical Journalism: Graded Unit — Project (F1X4 34)	1, 2, 3, 4, 5, 6	7, 8, 9, 10, 11

### The Relationship of the individual Mandatory Units to the stated Aims HND

<b>Title of Unit</b>	<b>General Aims</b>	<b>Specific Aims</b>
HND Practical Journalism: Graded Unit — Project (F1X5 35)	12, 13, 14, 15, 16, 17	18, 19, 20, 21, 22, 25
Journalism: Scots Law Advanced (F1RL 35) <b>OR</b> Journalism: Scots Law 2 (H1VK 34)	12, 13, 14, 15, 16, 17	22, 23, 24, 25
Journalism: Sub Editing Advanced (F1N7 35) <b>OR</b> Journalism: Sub Editing Advanced (H2W9 35)	12, 13, 14, 15, 16, 17,	18, 19, 20, 21, 22, 23, 25
Journalism: Social and Ethical Issues (F1RE 35)	12, 13, 14, 15, 16, 17	18, 23, 25
Shorthand as a Skill (Speed Development 1) (70 wpm) (DE28 35) Shorthand as a Skill (Speed Development 2) (80 wpm) (DE29 35) Shorthand as a Skill (Speed Development 3) (90 wpm) (DE2A 35) Shorthand as a Skill (Speed Development 4) (100 wpm) (DE2C 35)	12, 13, 14, 15, 17	22, 25
<b>Title of Unit</b>	<b>General Aims</b>	<b>Specific Aims</b>
Journalism: Online Reporting (F1N8 35)	12, 13, 14, 15, 16, 17	18, 19, 20, 21, 22, 23, 24, 25
Journalism: Public Affairs Advanced (F1RN 35)	12, 13, 14, 15, 16, 17	22, 23, 34, 25
Work Experience (DV0M 34)	12, 13, 14, 16, 17	19, 22, 24, 25

### 5.3 Articulation, professional recognition and credit transfer

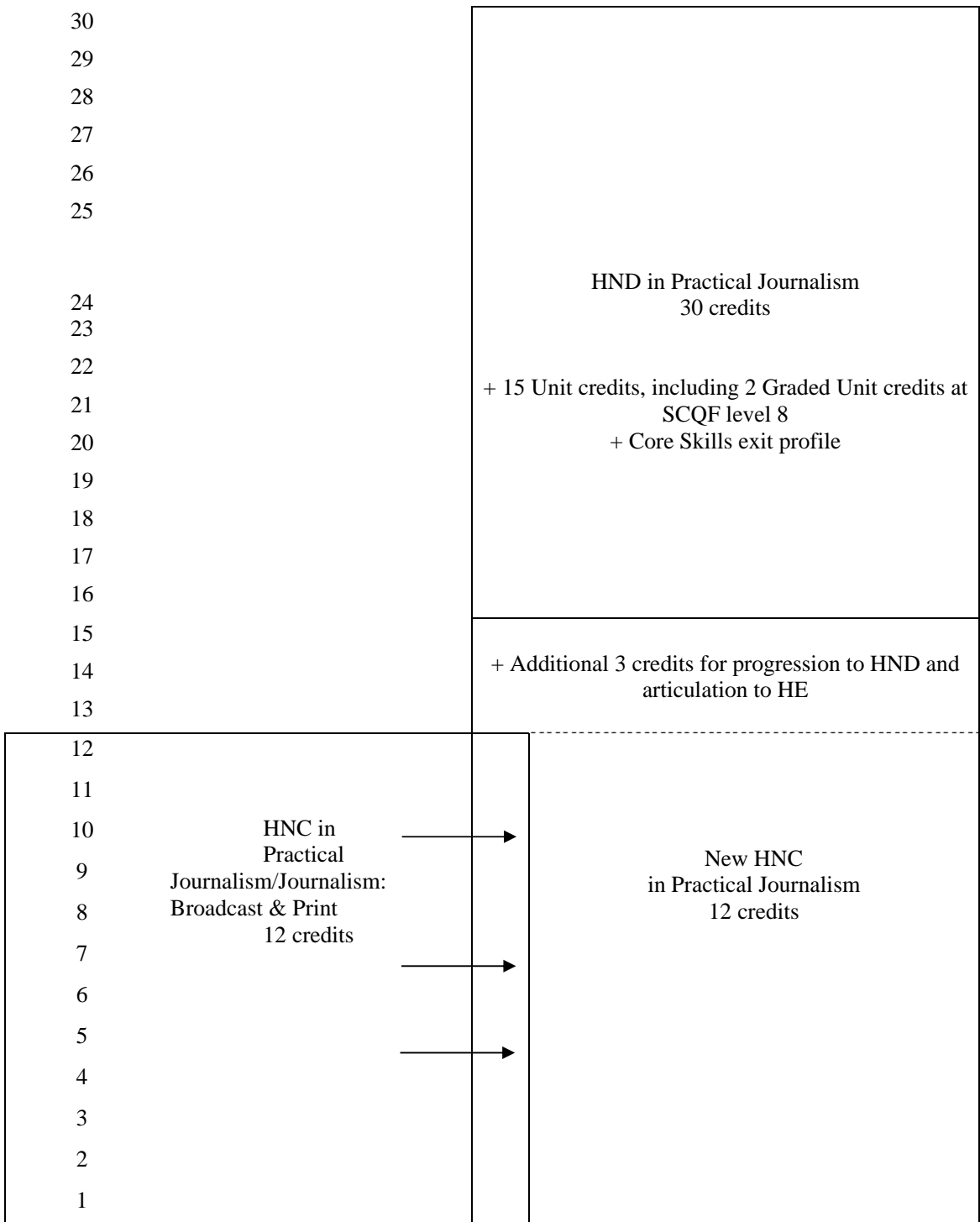
#### HNC

Candidates transferring from an old 12 credit HNC/15 credit first year HND to the new HND, must have the full 30 credits for the HND but need only have two Graded Unit credits at SCQF level 8.



**Transition Arrangements from Old HNC in Practical Journalism/Journalism:  
Broadcast & Print to New HND in Practical Journalism**

**No of credits**



It is recommended that current candidates whether part-time or full-time who are in the process of completing the old awards complete the existing HNC or HND rather than switching to the revised awards. However, there may be occasions when it is not possible for candidates to complete the existing awards, eg where they were unable to complete their studies due to ill health or difficulties with their employer and where the centre has gone on to offer the new award and only 1 or 2 Units need to be completed. In these cases it is recommended that the following suggested Credit Transfer arrangements be considered.

These Credit Transfer arrangements should be regarded as guidelines and centres should bear in mind that the award has been revised to update the skills required in the industry and these skills are considered to be essential to employment in journalism.

The following table indicates credit transfer from old Units to the Units of the new HNC/HND Practical Journalism

<b>Old Unit Name and Number</b>	<b>New Unit Name and Number</b>
Practical News Writing: Basic Skills (D60P 04)	Journalism: News Writing (F1N9 34)
Practical News Writing: Complex Skills (D60R 04)	Journalism: News Writing Advanced (F1NG 35)
Feature Writing 1 (A6PF 04)	Journalism: Feature Writing (F1N2 34)
Feature Writing 2 (A6PG 04)	Journalism: Feature Writing Advanced (F1N3 35)
Law 1 (A1W4 04)	Journalism: Scots Law (F1RK 34) <b>OR</b> Journalism Scots Law 1 (H1TH 34)
Advanced Law for Journalists (D66M 04)	Journalism: Scots Law Advanced (F1RL 35) <b>OR</b> Journalism: Scots Law 2 (H1VK 34)
Public Affairs (D65Y 04)	Journalism: Public Affairs (F1RM 34)
Current Affairs for Journalists: Politics (D60K 04)	Journalism: Public Affairs Advanced (F1RN 35)
Research and Interview Skills for Journalists (D60V 04)	Journalism: Research and Interview Skills (F1RD 34)
Editing and Proof Reading (A6RT 04)	Journalism: Sub Editing (F1N6 34)
Shorthand for Journalists (60 or 70 wpm) (D60M 04)	Shorthand as a Skill (Introductory) (60wpm) (DE27 34) and Shorthand as a Skill (Speed Development 1) (70 wpm) (DE28 35)
Social and Ethical Issues for Journalists (D60T 04)	Journalism: Social and Ethical Issues (F1RE 35)
Shorthand for Journalists (80 or 90 or 100 wpm) (D60N 04)	Shorthand as a Skill (Speed Development 2) (80 wpm) (DE29 35) Shorthand as a Skill (Speed Development 3) (90 wpm) (DE2A 35) Shorthand as a Skill (Speed Development 4) (100 wpm) (DE2C 35)
Radio Interviewing (D4DL 04)	Scripting and Presenting for Radio News (DM27 34) <b>OR</b> Radio Production1: Analysing and Producing Radio Programmes (D7M2 34) <b>OR</b> Radio Interviewing (DM18 34)
Newspaper Design and Production (A1W6 04)	Design for Print: DTP for Newspaper Production (F1V4 35)

<b>Old Unit Name and Number</b>	<b>New Unit Name and Number</b>
Magazine Journalism (A6PH 34)	Magazine Journalism (F1N4 34)
Photography 1: Basic Techniques and Processing (A6SC 34)	Photography: An Introduction (DW6C 34)
Photography: Press & Photojournalism (D572 04)	Photography: Photojournalism (DW8A 35)
Writing for Print and Broadcast (A6S3 04)	Scripting and Presenting for Radio News (DM27 34) <b>OR</b> Journalism: News Writing (F1N9 34)
Press and Broadcasting in the UK (A6RV 04)	Journalism: Public Affairs (F1RM 34)
Image Scanning Techniques (D3C9 04)	Print Origination & Image Capture (F0PG 35)
Interview Skills (A6S0 35)	Journalism: Research and Interview Skills (F1RD 34)
Law and the Communication Industries (A6S1 04)	Journalism: Scots Law (F1RK 35) <b>OR</b> Journalism: Scots Law 1 (H1TH 34)
Desk Top Publishing Applications: Media (A6SV 34)	Design for Print: DTP for Magazine Production (F1V3 35) <b>OR</b> Design for Print: DTP for Newspaper Production (F1V4 35)
Video Production 1: Planning and Production of a short video sequence (A6SE 04)	Television Planning and Production (DM2J 34)
Journalism Skills 2: Reporting and Subbing (A6SB 04)	Journalism: Sub Editing Advanced (F1N7 35) <b>OR</b> Journalism: Sub Editing Advanced (H2W9 35)
Electronic Publishing for Magazine Production (D4SV 04)	Design for Print: DTP for Magazine Production (F1V3 35)
The Journalists Role in Broadcast News (D3CB 04)	Radio Production 2: Producing Programmes in a Range of Styles (D7XP 35)
F1RK 34 Journalism: Scots Law	H1TH 34 Journalism: Scots Law 1
F1RL 35 Journalism: Scots Law Advanced	H1VK 34 Journalism: Scots Law 2
F1N7 35 Journalism: Sub Editing Advanced	H2W9 35 Journalism: Sub Editing Advanced

## **6 Approaches to delivery and assessment**

### **6.1 Content and Context**

The skills now demanded in print journalism and related broadcast media industries are diverse and varied and this is reflected in the number of Units and specialisms which the awards encompass. The skills developed will include those of planning and time management, research, interview, communication and presentation, working with others and information technology. In addition, practical skills in news writing, feature writing, shorthand, editing for video and radio, video camera skills, scripting for television and radio, desktop publishing, reporting and sub editing should be selected from the specialist optional Units within these awards.

Work experience helps candidates prepare for employment or freelance work. Packs are available from National Union of Journalists (NUJ) and Broadcasting Entertainment Cinematograph and Theatre Union (BECTU) regarding employment rights and health and safety.

### **6.2 Delivery and Assessment**

During the design of the award, Units from other disciplines have been used where it was decided that the national recognition of these Units was important, eg those from Desktop Publishing, Creative Industries, Television and Radio areas. Dedicated specialist Units were also written where these were needed.

It is intended that these awards are delivered as coherent, integrated award(s) of study and that the selected options reflect the specialist nature of the journalism discipline selected by the candidate or centre.

The content of each Unit will be delivered through a series of lectures, practical workshops and activities which will be carried out as part of the candidate's commitment to self directed study. Tutorial sessions should be set up to support candidates through this programme and will build their confidence as they progress through their programme of study. The learning content will increase the candidate's ability to create a quality portfolio of work. Each Unit can be assessed individually and the candidate will be expected to hand in work to meet specified deadlines. Meeting the deadlines is an essential element of the course. During the learning process the candidate's skills in the following areas will be developed.

- ◆ Organising
- ◆ Communicating
- ◆ Research
- ◆ Logical and Analytical thinking
- ◆ Decision making
- ◆ Problem Solving
- ◆ Co-operating with others (Teamwork)
- ◆ Vocational Adaptability

The main topics of study include:

- ◆ News Writing
- ◆ Feature Writing
- ◆ Research & Interview Skills
- ◆ Sub Editing
- ◆ Shorthand
- ◆ Scots Law
- ◆ Public Affairs
- ◆ Journalism: Online Reporting

Specialist topics include:

- ◆ Broadcast Journalism
- ◆ Newspaper and Magazine Journalism
- ◆ Photography

The course content reflects the needs of the diverse aspects of the media industry. This programme of study gives the candidate the opportunity to develop the skills and gain the underpinning knowledge necessary for work in all aspects of journalism.

It is recommended that candidates who want to enter the journalism profession after the achievement of the HND should attain Shorthand at 100 wpm.

The Mandatory section of each award covers those topics essential to a career in Journalism whether that specialism is in Print or Broadcast. The selection of the optional Units would determine the specialist nature of the award.

The Graded Units in these awards are both projects, practical assignments. The choice of a practical assignment fits well with practical awards and both centres and the employers consulted felt it was appropriate to have practical activities which reflected the content of the awards.

Delivery through Open Learning may be available or suitable for some aspects of the course.

### **Examples of how Core Skills can be developed.**

The following could be used for delivering Core Skills, or elements of Core Skills not embedded in Units or assessment but where teaching and learning activities can provide opportunities to integrate Core Skills.

<b>Unit</b>	<b>Core Skills</b>
Journalism: Research and Interview Skills (F1RD 34)	Communication Information and Communication Technology
Journalism: News Writing (F1N9 34) Journalism: Feature Writing (F1N2 34)	Communication Information and Communication Technology
HNC Journalism: Graded Unit — Project (F1X4 34)	Working with Others Communication Problem Solving Information and Communication Technology
HNC Practical Journalism (G8L1 15)	Provides a grounded approach to Core Skills which will be developed in the HND Practical Journalism (G8L2 16) award.

### **Integration of Assessment**

The integration of assessments is most likely to take place within, as well as between Units. The Unit specifications were written with the aim of providing opportunities for integration to delivering centres who want to offer a project-based course reflecting particular specialisms.

It is intended, also, that this structure will enable a smooth transition from the old award to the new award. The information provided under Section 5.3 Transition Arrangements should be used as a guide to identifying appropriate integration points to this end.

Some suggestions for possible integration are shown below.

	<b>Journalism: News-writing</b>	<b>Journalism: Feature Writing</b>	<b>Journalism: Scots Law</b>	<b>Journalism: Research &amp; Interview Skills</b>	<b>Journalism: Public Affairs</b>	<b>Journalism: Sub Editing</b>	<b>Shorthand (60wpm)</b>	<b>HNC Practical Journalism: Graded Unit Project</b>
<b>Journalism: News-writing</b>		X	X	X	X	X	X	X
<b>Journalism: Feature Writing</b>	X			X	X	X	X	X
<b>Journalism: Scots Law</b>	X							
<b>Journalism: Research &amp; Interview Skills</b>	X	X			X	X	X	X
<b>Journalism: Public Affairs</b>	X	X		X		X		X

	Journalism: News- writing	Journalism: Feature Writing	Journalism: Scots Law	Journalism: Research & Interview Skills	Journalism: Public Affairs	Journalism: Sub Editing	Shorthand (60wpm)	HNC Practical Journalism: Graded Unit Project
Journalism: Sub Editing	X	X		X	X			X
Shorthand (60wpm)	X	X	X	X				X
HNC Practical Journalism: Graded Unit Project	X	X		X	X	X		

X = possible integrated assessment

These suggested integrated points should not be seen as prescriptive but should be used as a guide to the scope of integration for delivering centres devising their own programmes. There are several Units in the HND options which were written within the award, specifically to enable an integrated approach.

Unit	Possible Integration
Journalism: Research and Interview Skills (F1RD 34)	Journalism: News Writing (F1N9 34) Journalism: Feature Writing (F1N2 34) Shorthand as a Skill (Introductory) (60 wpm) (DE27 34) Journalism: Specialist Reporting (F1N5 35)
Journalism: Online Reporting (F1N8 35)	Internet Web Development (DF60 35) Multimedia: Video with Audio (DM36 34) Journalism: News Writing (F1N9 34)

### 6.3 Suggested full-time Programme of Study

The programmes suggested in Appendix 1 indicate how skills are built up during a one year and two year course. The examples given show indicative Units for programmes specialising in Print Journalism and Broadcast. These suggested delivery patterns should not be seen as prescriptive but should be used as guides for delivering centres devising their own programmes. The placing of the Graded Units is of particular importance as their placement in the academic year enables candidates to develop journalism skills as well as their knowledge and skills in technical areas.

## 6.4 Open Learning

The HNC and the HND awards include some Units which may be suitable for Open or Distance Learning. For some Units working in teams is a requirement, however this should not preclude distance learning. In these circumstances e-teams or virtual teams could be organised. 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 candidate is in employment in a media related post.

It is recommended that centres will require to ensure adequate preparation is made to supervise assessment and reassessment of closed-book and Graded Units to ensure the authenticity of the evidence provided by the candidate. To assist centres there is a SQA publication *Assessment and Quality Assurance for Open and Distance Learning*, SQA February, 2001.

## 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 HNC and HND in Practical Journalism are intended for candidates wishing to follow a vocational education in journalism.

Who should apply for this course?

This course would best suit those:

- ◆ who wish to work in journalism
- ◆ who wish to work in the print industry
- ◆ who wish to work in broadcast production
- ◆ employees working in the print and broadcast industries who wish to enhance their existing skills
- ◆ mature returners to education who wish to make a career change.



Staff in colleges will usually interview course applicants to ascertain suitability and consider any support needs.

Candidates are expected to enter the HNC/HND Practical Journalism with some practical skills in IT, including basic word processing, email and Internet skills.

Individual centres should make special provision for candidates who do not meet this skills profile.

Candidates will then progress to develop these IT skills in specialist packages across the HNC/HND course.

Within the HNC/HND in Practical Journalism you will study News and Feature Writing, Scots Law, Research and Interview skills, Sub Editing and Social and Ethical Issues.

You will have an opportunity to gain work experience within the journalism industry and you will be introduced to Shorthand.

From there you will go on to advanced study of the Units mentioned previously and you will have the opportunity to specialise in a particular area of journalism such as Print, Radio, Television or the Internet.

The awards are designed to prepare you for entry into 2nd or 3rd year degree programmes at Higher Education Institutes or for employment within the journalism industry.

**You will develop a range of general skills, for example:**

- ◆ planning and analysing
- ◆ problem solving
- ◆ communication skills
- ◆ to work co-operatively with others
- ◆ study and research skills
- ◆ IT skills
- ◆ Writing Skills

**In addition the HNC/HND in Practical Journalism will:**

- ◆ enable progression within the SCQF including progression to degree programmes
- ◆ provide opportunities for career planning and enhancing your employment prospects

**You will also develop a range of skills specific to the study of Practical Journalism including:**

- ◆ develop your knowledge of the English language and skills in journalistic writing conventions
- ◆ time management and planning skills essential to professional journalism
- ◆ develop research, interview and presentations skills
- ◆ develop a broad foundation in the range of digital and ICT systems and applications used in print media
- ◆ develop specialist skills underpinning the practical and technical skills required in broadcast or online journalism
- ◆ knowledge of national, regional, legal requirements and protocols
- ◆ extend the range of knowledge of areas appropriate to your chosen specialist vocational area
- ◆ prepare you for employment in the journalism industry

The subject specific Units are assessed using mainly open and closed-book essays and reports.

As well as undertaking assessment for subject specific Units you will also be required to undertake major projects in the Graded Units.

The purpose of these assessments is to integrate the knowledge and skills you have gained during your period of study.

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

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

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

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

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

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

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

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

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

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

## 10 Appendices

Appendix 1: Examples of Delivery Pattern

## **Appendix 1**

### **Examples of Delivery Patterns**

## APPENDIX 1: Example of Delivery Pattern

Name of course: HNC Practical Journalism

Year of study 1st Year

Mode of study FULL-TIME

Unit No	Unit name	SCQF level	M/O	No of credits	Hours per block		
					Block 1	Block 2	Block 3
F1N9 34	Journalism: News Writing	7	M	2	40	40	
F1N2 34	Journalism: Feature Writing	7	M	1	40		
F1RK 34 <b>OR</b>	Journalism: Scots Law	7	M	2		40	40
H1TH 34	Journalism: Scots Law 1	7		2		40	40
F1RD 34	Journalism: Research and Interview Skills	7	M	1	40		
F1RM 34	Journalism: Public Affairs	7	M	2	20	40	20
F1N6 34	Journalism: Sub Editing	7	M	1			40
DE27 34	Shorthand as a Skill (Introductory) (60wpm)	7	M	2	40	40	
F1X4 34	Practical Journalism: Graded Unit 1 (Project)	7	M	1		10	30

**Example of Delivery Pattern (1)**

**Name of course: HND Practical Journalism**

**Year of study 1st Year**

**Mode of study FULL-TIME**

Unit No	Unit name	SCQF level	M/O	No of credits	Hours per block		
					Block 1	Block 2	Block 3
F1N9 34	Journalism: News Writing	7	M	2	40	40	
F1N2 34	Journalism: Feature Writing	7	M	1	40		
F1RK 34 <b>OR</b>	Journalism: Scots Law	7	M	2		40	40
H1TH 34	Journalism: Scots Law 1	7	M	2		40	40
F1RD 34	Journalism: Research and Interview Skills	7	M	1	40		
F1RM 34	Journalism: Public Affairs	7	M	2	20	40	20
F1N6 34	Journalism: Sub Editing	7	M	1			40
DE27 34	Shorthand as a Skill (Introductory) (60wpm)	7	M	2	40	40	
DE28 35	Shorthand as a Skill (Speed Development 1) (70 wpm)	8	M	1			40
F1RE 35	Journalism: Social & Ethical Issues	8	M	1	40		
F1N8 35	Journalism: Online Reporting	7	O	1		40	
F1X4 34	Practical Journalism: Graded Unit 1 (Project)	7	M	1		10	30

### Example of Delivery Pattern (1)

Name of course: HND Practical Journalism

Year of study 2nd Year

Mode of study FULL-TIME

Unit No	Unit name	SCQF level	M/O	No of credits	Hours per block		
					Block 1	Block 2	Block 3
F1RL 35 <b>OR</b> H1VK 34	Journalism: Scots Law Advanced Journalism: Scots Law 2	8 7	M M	1 1		40	
F1N7 35 <b>OR</b> H2W9 35	Journalism: Sub Editing Advanced Journalism: Sub Editing Advanced	8 8	M M	2 1	40 20	40 20	
F1X5 35	Practical Journalism: Graded Unit 2 (Project)	8	O	2		40	40
DE28 35	Shorthand as a Skill (Speed Development 1) (70 wpm)	8	O	1	40		
DE29 35	Shorthand as a Skill (Speed Development 2) (80 wpm)	8	O	1		40	
DM27 34	Scripting and Presenting for Radio News	7	O	1		40	
DM18 34	Radio Interviewing	7	O	1	40		
DVOM 34	Work Experience	7	M	1	10	10	20
D7M2 34	Radio Production 1: Analysing & Producing Radio Programmes	7	O	1		40	
D7XP 35	Radio Production 2: Producing Programmes in a Range of Styles	8	O	2		40	40
F1NG 35	Journalism: News Writing Advanced	8	O	1		40	
DJ3A 34	Working in the Creative Industries	7	O	1			40
F1N8 35	Journalism: Online Reporting	9	M	2	40	40	

## HND Practical Journalism

### Example of Delivery Pattern (2)

#### First Year:

F1N9 34	<i>Journalism: News Writing (2)</i>
F1N2 34	<i>Journalism: Feature Writing (1)</i>
F1RD 34	<i>Journalism: Research and Interview Skills (1)</i>
F1RK 34	<i>Journalism: Scots Law OR H1TH 34 Journalism: Scots Law 1(2)</i>
F1RM 34	<i>Journalism: Public Affairs (2)</i>
F1N6 34	<i>Journalism: Sub Editing (1)</i>
F1X4 34	<i>HNC Practical Journalism: Graded Unit (1)</i>
DE27 34	<i>Shorthand as a Skill (Introductory) (60 wpm) (2)</i>
DE28 35	<i>Shorthand as a Skill (70 wpm) (1)</i>
DF5Y 34	<i>Desk Top Publishing (1)</i>

(14)

#### Second Year:

F1NG 35	<i>Journalism: News Writing Advanced (2)</i>
F1N3 35	<i>Journalism: Feature Writing Advanced (1)</i>
F1RL 35	<i>Journalism: Scots Law Advanced OR H1VK 34 Journalism: Scots Law 2 (1)</i>
F1RN 35	<i>Journalism: Public Affairs Advanced (1)</i>
F1N7 35	<i>Journalism: Sub Editing Advanced OR H2W9 35 Journalism: Sub Editing Advanced (2)</i>
F1RE 35	<i>Journalism: Social and Ethical Issues (1)</i>
F1N8 35	<i>Journalism: Online Reporting (2)</i>
F1N5 35	<i>Journalism: Specialist Reporting (1)</i>
DV0M 34	<i>Work Experience (1)</i>
F1X5 35	<i>HND Practical Journalism: Graded Unit (2)</i>
F1N4 34	<i>Magazine Journalism (1)</i>

and one from the following:

DE29 35	<i>Shorthand as a Skill (Speed Development 2) (80 wpm)</i>
DE2A 35	<i>Shorthand as a Skill (Speed Development 3) (90 wpm)</i>
DE2C 35	<i>Shorthand as a Skill (Speed Development 4) (100 wpm)</i>