



Higher National Unit Specification

General information

Unit title: Sound Production: Skills for Business (SCQF level 7)

Unit code: J01B 34

Superclass: AF

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Unit purpose

This unit will give learners a broad understanding of copyright, collection societies and contract agreements related to the field of sound production. Learners will have the opportunity to create a budget for a small sound production project. Learners will use a spreadsheet application to manage the administration of basic financial information for a sound production related project and develop resources in preparation for employment and an interview. This unit is designed for learners studying HN Sound Production and is also available as a stand-alone unit.

Outcomes

On successful completion of the unit the learner will be able to:

- 1 Explain copyright, collection societies and common sound production agreements.
- 2 Create a budget for a small sound production project in response to a given brief.
- 3 Create a CV and participate in an interview for employment.

Credit points and level

1 Higher National Unit credit at SCQF level 7: (8 SCQF credit points at SCQF level 7)

Recommended entry to the unit

Entry is at the discretion of the centre. It would be beneficial for learners to have or be working towards the development of good communication skills. These may be demonstrated by the achievement of Core Skill *Communication*, Higher English (SCQF level 6) or a suitable NQ *Communication* unit at SCQF level 6.

Higher National Unit Specification: General information (cont)

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Core Skills

Achievement of this unit gives automatic certification of the following Core Skills component:

Complete Core Skill	None
Core Skill component	Critical Thinking at SCQF level 5 Providing and Creating Information at SCQF level 4

There are also opportunities to develop aspects of Core Skills which are highlighted in the support notes of this unit specification.

Context for delivery

If this unit is delivered as part of a group award, it is recommended that it should be taught and assessed within the subject area of the group award to which it contributes.

This is a mandatory unit in the framework for HNC/HND Sound Production.

The Assessment Support Pack (ASP) for this unit provides assessment and marking guidelines that exemplify the national standard for achievement. It is a valid, reliable and practicable assessment. Centres wishing to develop their own assessments should refer to the ASP to ensure a comparable standard. A list of existing ASPs is available to download from SQA's website (<http://www.sqa.org.uk/sqa/46233.2769.html>).

Equality and inclusion

This unit specification has been designed to ensure that there are no unnecessary barriers to learning or assessment. The individual needs of learners should 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.

Higher National Unit Specification: Statement of standards

Unit title: Sound Production: Skills for Business (SCQF level 7)

Acceptable performance in this unit will be the satisfactory achievement of the standards set out in this part of the unit specification. All sections of the statement of standards are mandatory and cannot be altered without reference to SQA.

Outcome 1

Explain copyright, collection societies and common sound production agreements.

Knowledge and/or skills

- ◆ Copyright in musical works
- ◆ Owner rights in Copyright, Designs and Patents Act (1988)
- ◆ Role and function of the collection societies
- ◆ Common sound production agreements

Outcome 2

Create a budget for a small sound production project in response to a given brief.

Knowledge and/or skills

- ◆ Spreadsheet application
- ◆ Budget items
- ◆ Total income
- ◆ Total expenditure
- ◆ Profit/loss

Outcome 3

Create a CV and participate in an interview for employment.

Knowledge and/or skills

- ◆ Job application for sound production role
- ◆ Job specific CV
- ◆ Interview skills

Higher National Unit Specification: Statement of standards (cont)

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Evidence requirements for this unit

Learners will need to provide evidence to demonstrate their knowledge and/or skills by showing that they can:

Outcome 1

- ◆ explain how copyright arises.
- ◆ explain moral rights, copyright infringement, life of copyright and distinguish between author and owner of copyright.
- ◆ briefly explain the protected acts from the Copyright, Designs and Patents Act (1988).
- ◆ briefly explain the role and function of the PPL, PRS Ltd and MCPS in relation to copyright. For each society, explain: the role of the society, the rights controlled by the society, the membership of the society and the collection and distribution methods of the society.
- ◆ briefly explain three common sound production agreements. For each agreement, explain at least three key clauses and typical values for these clauses.

Written and/or oral evidence will be produced under open-book conditions.

Outcome 2

Learners will need to provide evidence to demonstrate their knowledge and/or skills by showing that they can:

- ◆ input typical items for a small sound production related project into a spreadsheet program, correctly labelling and entering values.
- ◆ use a spreadsheet function to calculate total income.
- ◆ use a spreadsheet function to calculate total expenditure.
- ◆ use a spreadsheet function to calculate profit/loss.

Product evidence in the form of a spreadsheet will be created at appropriate points in the unit. Learners will be required to input at least 10 income/expenditure items.

Outcome 3

Learners will need to provide evidence to demonstrate their knowledge and/or skills by showing that they can:

- ◆ complete a job application for a sound production role.
- ◆ create a targeted CV for the sound production role.
- ◆ prepare for and take part in an interview for a sound production role.

Evidence will take the form of a job application and targeted CV produced under open-book conditions. The interview will be recorded on video and an assessor observation checklist will be used.

It is recommended that all outcomes are assessed separately.



Higher National Unit Support Notes

Unit title: Sound Production: Skills for Business (SCQF level 7)

Unit support notes are offered as guidance and are not mandatory.

While the exact time allocated to this unit is at the discretion of the centre, the notional design length is 40 hours.

Guidance on the content and context for this unit

This unit will give learners a broad understanding of copyright, collection societies and contract agreements related to the field of sound production. Learners will have the opportunity to manage the administration of basic financial information for a sound production related project and develop resources in preparation for employment and an interview.

The unit is intended to give sound production learners knowledge and practical skills that will enhance their employability in sound production and beyond.

Outcome 1 — learners look at how copyright arises, the requirements for copyright to exist and features and attributes of copyright. Learners will then look at the rights conferred by legislation on the copyright owner before going on to study the role and function of the PPL, PRS Ltd and MCPS and their relation to copyright. Finally, learners look at common sound production agreements such as producer agreements, production agreements and licensing of samples.

In explaining how copyright arises, originality and recording an idea in a physical format should be explained in a successful response.

When explaining the rights in the Copyright, Designs and Patents Act (1988), the four moral rights should be briefly explained. There should be an accurate explanation for life of copyright with correct duration of copyright for sound recordings and songs in the UK. Finally, copyright as a property right should be explained, distinguishing between author and owner.

Outcome 2 — learners will use a standard spreadsheet program to create a budget for a small sound production project. Learners will enter values for items of income and expenditure, correctly labelling all items. Learners will then go on to use spreadsheet formulae to calculate totals for income and expenditure and to calculate profit/loss. The spreadsheet file will be retained as evidence for verification.

Outcome 3 — learners will examine how to prepare for a job interview in a sound production related role. Learners will prepare for a mock interview by initially completing a job application and targeted CV. They will then take part in a short mock interview where they must demonstrate that they have identified the skills and qualities necessary for the job role, conducting the interview in a professional manner.

This unit provides underpinning knowledge for *Sound Production: Graded Unit 1* (SCQF level 7).

Higher National Unit Support Notes (cont)

Unit title: Sound Production: Skills for Business (SCQF level 7)

Guidance on approaches to delivery of this unit

The unit can be delivered primarily in a group/class context; however, varied approaches to learning and teaching can be explored. Although Outcomes 1 and 2 can be assessed at any suitable point in the unit, Outcome 3 should be undertaken towards the end of the unit delivery to allow learners to engage in targeted research and consideration of their own skills and abilities.

Delivery of Outcome 1, in particular, would benefit from guest speakers to give the benefit of their experience in matters related to copyright, legal agreements and the collection agencies. A variety of research methods should be encouraged throughout this unit. In addition to materials made available by the collection societies and web-based sources, learners could be encouraged to study case reports on copyright disputes.

Outcome 2 is intended to be a practical task. Learners should use income and expenditure details from an actual project or a simulated project distributed by the tutor. The tutor should ensure that the range of budget items for income and expenditure reflect that of a typical sound production project.

Assessment for Outcome 3 should be undertaken towards the end of the unit but introduced earlier so that learners can adequately prepare. Teaching activities should cover how to target a CV and identify relevant skills and qualities.

Guidance on approaches to assessment of this unit

Evidence can be generated using different types of assessment. The following are suggestions only. There may be other methods that would be more suitable to learners.

Centres are reminded that prior verification of centre-devised assessments would help to ensure that the national standard is being met. Where learners experience a range of assessment methods, this helps them to develop different skills that should be transferable to work or further and higher education.

The most appropriate way of assessing for this unit is to assess all outcomes separately.

Outcome 1 could be assessed by a single assessment event with a report undertaken in open-book conditions. It may be appropriate to use a case study as the basis of the report.

Suitable texts for this outcome could be UK Copyright Legislation and resources (digital or print) that summarise and explain the legislation. Further detailed resources are made available by the collection societies both online and in print. Case reports (online or print) on copyright or sound production related cases could also provide suitable information. In addition to tutor/assessor notes, learner notes and web resources, standard music business texts such as 'Music, The Business' by Ann Harrison could also provide suitable source material for open-book assessment of this outcome.

Higher National Unit Support Notes (cont)

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Outcome 2 could be assessed by a single assessment event or at appropriate points in the unit incorporating income and expenditure data from an actual event or a simulated event with data distributed by the tutor. The spreadsheet file should be retained for verification. In cases of ambiguity, assessors should use questioning to determine specific knowledge.

For Outcome 3, it is expected that a brief or briefs be created for a sound production related opportunity. From the brief, a targeted CV can be created and the learner can be provided with the opportunity to complete a job application. The CV may be submitted as a digital document, print document or hyperlink to an online CV created by the learner. As an alternative, it would be acceptable that the job application also captures CV details. In this case, an additional CV would not be required.

The interview should last approximately 10 minutes and should be recorded on a high-quality video format for verification purposes. At the interview, the learner is expected to discuss relevant ideas, skills and qualities derived from the brief. A bank of questions for each brief should be used by assessors with guidance on acceptable responses. The assessor observation checklist should capture that learners have prepared for the interview, have identified relevant skills and qualities and presented for the interview in a professional manner.

Opportunities for e-assessment

E-assessment may be appropriate for some assessments in this unit. By e-assessment we mean assessment which is supported by Information and Communication Technology (ICT), such as e-testing or the use of e-portfolios or social software. Centres which wish to use e-assessment must ensure that the national standard is applied to all learner evidence and that conditions of assessment as specified in the evidence requirements are met, regardless of the mode of gathering evidence. The most up-to-date guidance on the use of e-assessment to support SQA's qualifications is available at www.sqa.org.uk/e-assessment.

Opportunities for developing Core and other essential skills

During this Unit there will be opportunities for learners to develop Core Skills such as *Communication, Numeracy, Working with Others, Information and Communication Technology (ICT) and Problem Solving*.

This unit has the Critical Thinking component of *Problem Solving* embedded in it. This means that when learners achieve the unit, their Core Skills profile will also be updated to show they have achieved Critical Thinking at SCQF level 5.

This unit has the Providing and Creating Information component of *Information and Communication Technology (ICT)* embedded in it. This means that when learners achieve the unit, their Core Skills profile will also be updated to show they have achieved Providing and Creating Information at SCQF level 4.

History of changes to unit

Version	Description of change	Date

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General information for learners

Unit title: Sound Production: Skills for Business (SCQF level 7)

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

The unit is intended to give you knowledge and practical skills that will enhance your employability in sound production and beyond.

This unit will give you a broad understanding of copyright, contracts and collection societies, looking at how they relate to sound production. You will gain practical skills in managing financial information for a sound production related project using a spreadsheet and get experience of preparing for, and taking part in, an interview.

The unit has three outcomes, each of which is designed to improve skills and knowledge that will enhance your employability in sound production:

- 1 Explain copyright, collection societies and common sound production agreements.
- 2 Create a budget for a small sound production project in response to a given brief.
- 3 Create a CV and participate in an interview for employment.

This unit is a mandatory unit in the HNC/HND Sound Production qualification.

For the assessment for Outcome 1 you will be expected to provide written and/or oral evidence correctly explaining copyright in relation to musical works, relevant legislation and common sound production related contracts.

In the assessment for Outcome 2 you will create a spreadsheet for a small sound production project budget. Your assessor will check your spreadsheet and you will submit the spreadsheet file as evidence.

For Outcome 3 you will be assessed by taking part in a short sound production related job interview of approximately 10 minutes. Your assessor will record the interview on a high-quality video format as evidence. You will prepare for the interview by; completing a job application, producing a targeted CV and by considering relevant skills and qualities and other ideas to be discussed at the interview. You will submit the application form and CV as evidence.

During this unit you will be given the opportunity to research and gain knowledge of copyright and contracts, develop software skills using spreadsheet software and experience preparing for, and taking part in, an interview.

There will be opportunities for to develop Core Skills such as *Communication, Numeracy, Working with Others, Information and Communication Technology (ICT) and Problem Solving.*

This unit has the Critical Thinking component of *Problem Solving* embedded in it. This means that when you achieve the unit, your Core Skills profile will also be updated to show you have achieved Critical Thinking at SCQF level 5.

General information for learners

Unit title: Sound Production: Skills for Business (SCQF level 7)

This Unit has the Providing and Creating Information component of *Information and Communication Technology (ICT)* embedded in it. This means that when you achieve the unit, your Core Skills profile will also be updated to show you have achieved Providing and Creating Information at SCQF level 4.