



## **Group Award Specification for:**

**HNC Practical Journalism with Shorthand**

**Group Award Code: GP1N 15**

**HND Practical Journalism with Shorthand**

**Group Award Code: GP2G 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 qualifications
- ◆ provide a guide for new staff involved in offering the qualifications
- ◆ inform course managers, teaching staff, assessors, learners, employers and HEIs of the aims and purpose of the qualifications
- ◆ provide details of the range of learners the qualification is suitable for and progression opportunities.

The HNC/D Practical Journalism with Shorthand awards are highly specialised practical awards designed to:

- ◆ prepare learners for employment in 21st century journalism
- ◆ prepare learners for entry into second or third year degree programmes in journalism at universities
- ◆ develop a range of transferable skills for work in, for example, print, radio, television, public relations, political research and advertising

The qualification titles reflect all routes to the awards.

The qualifications form part of SQA's suite of media qualifications but the titles of these qualifications also ensure that they stand apart as distinct from generic media qualifications.

SCQF level	NQ units	NQ courses	Group awards	HN units	HNC/HND	PDA's	Degrees
10							MA/BA Hons Degrees
9							MA/BA Degrees Yr 3
8				<ul style="list-style-type: none"> <li>◆ <i>Graded Unit</i></li> <li>◆ <i>Social and Ethical Issues</i></li> <li>◆ <i>Shorthand</i></li> <li>◆ <i>Public Affairs Advanced</i></li> <li>◆ <i>Digital Journalism</i></li> <li>◆ <i>Sub Editing Advanced</i></li> </ul>	HND Practical Journalism with Shorthand/HND Practical Journalism without Shorthand	MA/BA Degrees Yr 2	
7		Advanced Higher English		<ul style="list-style-type: none"> <li>◆ <i>News Writing</i></li> <li>◆ <i>Feature Writing</i></li> <li>◆ <i>Research and Interview Skills</i></li> <li>◆ <i>Public Affairs</i></li> <li>◆ <i>Sub Editing</i></li> <li>◆ <i>Shorthand</i></li> <li>◆ <i>Graded Unit</i></li> <li>◆ <i>Scots Law</i></li> <li>◆ <i>Work Placement</i></li> </ul>	HNC Practical Journalism with Shorthand/HNC Practical Journalism without Shorthand	MA/BA Degrees Yr 1	
6	<ul style="list-style-type: none"> <li>◆ <i>Research and Interview Skills</i></li> <li>◆ <i>Feature Writing</i></li> <li>◆ <i>News Writing</i></li> <li>◆ <i>Web Development</i></li> <li>◆ <i>Desk Top Publishing</i></li> </ul>	Highers: English Media	NC Media NPA Journalism				
5		National 5: English Media					

Over recent years there has been an increasing requirement for journalists to be able to work across a wide range of traditional and digital journalistic disciplines. The average local reporter is expected to write a news story for both print and online, produce multi-media content to go with that story then promote it via social media. These demands have been reflected in these updated awards.

These qualifications are suitable for a wide range of learners, including school leavers, adult returners and career changers.

The updated awards take account of:

- ◆ The need for qualifications with specialist provision accommodated within a flexible structure
- ◆ Units which allow for progression, meet the HN design principles and SCQF requirements
- ◆ The need to 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 specialise in a given field or medium eg, print, online, broadcast or to work across all of these
- ◆ Content at a level and depth appropriate to industry needs (and as prescribed for this level of qualification within the SCQF)
- ◆ Units which may allow articulation to NCTJ certification
- ◆ Units which map with National Occupational Standards

An HNC qualification can be achieved after one year of successful study and an HND after successful completion of a second year of study.

The HNC comprises entirely mandatory units. Twelve SQA unit credits are required to achieve the award.

The HND comprises mandatory units and a series of optional units which allow colleges to design tailored programmes for group study. Thirty SQA unit credits are required to achieve the award.

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 with Shorthand have a qualification that meets the needs of 21st century journalism.

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.

A high percentage of HNC/D Practical Journalism with Shorthand graduates progress to second and third year entry to BA Journalism degrees at universities.

Pathways include:

- ◆ Glasgow Caledonian University — Second or third year entry to BA/BA (Hons) Multimedia Journalism
- ◆ Edinburgh Napier University — Second or third year entry to BA (Hons) Journalism
- ◆ University of the West of Scotland — Third year entry to BA Journalism (with the option of Sport)
- ◆ Stirling University — BA (Hons) Journalism Studies
- ◆ University of Strathclyde — BA Journalism (with various options)
- ◆ Robert Gordon University — BA (Hons) Journalism

Employment opportunities provided by the HNC/D Practical Journalism with Shorthand qualifications include:

- ◆ Newspaper journalism
- ◆ Magazine journalism
- ◆ Broadcast journalism
- ◆ Multimedia journalism
- ◆ Public relations
- ◆ Marketing
- ◆ Advertising

## 2 Qualifications structure

This HNC Group Award is made up of 12 SQA unit credits. It comprises 96 SCQF credit points all of which 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.

This HND Group Award is made up of 30 SQA unit credits. It comprises 240 SCQF credit points 120 of which are at SCQF level 7 and 64 of which are at SCQF level 8 in the mandatory section. This includes a graded unit of 8 SCQF credit points at SCQF level 7 and a graded unit of 16 SCQF credit points at SCQF level 8. A mapping of Core Skills development opportunities is available in Section 5.3.

### 2.1 Structure

#### HNC group award

Learners must achieve all 12 mandatory credits. <b>4 code</b>	<b>2 code</b>	<b>Unit title</b>	<b>SQA credit</b>	<b>SCQF credit points</b>	<b>SCQF level</b>
J5FP	34*	News Writing	2	16	7
J129	34	Journalism: Feature Writing	1	8	7
J12A	34	Journalism: Research and Interview Skills	1	8	7
J127	34	Journalism: Public Affairs	2	16	7
J12C	34	Journalism: Sub Editing	1	8	7

DE27	34	Shorthand as a Skill (Introductory) 60wpm	2	16	7
J124	34	Practical Journalism with Shorthand: Graded Unit 1	1	8	7
J125	34	Journalism: Scots Law 1	2	16	7

\*Refer to History of Changes for revision changes.

## HND group award

Learners must achieve 22 mandatory credits and 1 credit in Shorthand from the restricted option section.

4 code	2 code	Unit title	SQA credit	SCQF credit points	SCQF level
J5FP	34*	Journalism: News Writing	2	16	7
J129	34	Journalism: Feature Writing	1	8	7
J12A	34	Journalism: Research and Interview Skills	1	8	7
J127	34	Journalism: Public Affairs	2	16	7
J12C	34	Journalism: Sub Editing	1	8	7
DE27	34	Shorthand as a Skill (Introductory) 60wpm	2	16	7
J124	34	Practical Journalism with Shorthand: Graded Unit 1	1	8	7
J125	34	Journalism: Scots Law 1	2	16	7
J154	35	Practical Journalism with Shorthand: Graded Unit 2	2	16	8
J126	34	Journalism: Scots Law 2	1	8	7
J122	35	Journalism: Social and Ethical Issues	1	8	8
DE28	35	Shorthand as a Skill (Speed Development 1) 70wpm	1	8	8
HJ4W	34	Work Placement	1	8	7
J120	35	Journalism: Public Affairs Advanced	1	8	8
J121	35	Digital Journalism	2	16	8
J156	35	Journalism: Sub Editing Advanced	1	8	8

### Restricted option section (a minimum of 1 credit)

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

### Optional section (a maximum of 7 credits)

#### Broadcast journalism

4 code	2 code	Unit title	SQA credit	SCQF credit points	SCQF level
H9DW	34	Scripting and Presenting for Radio Information Bulletins	1	8	7
H9DL	34	Radio Interviewing	1	8	7
DM1A	34	Radio Presentation	1	8	7



4 code	2 code	Unit title	SQA credit	SCQF credit points	SCQF level
DM2J	34	Television Planning and Production	1	8	7
H4A6	34	Editing: An Introduction	1	8	7
H4A3	34	Camera: An Introduction	1	8	7
F1N1	35	Electronic News Gathering	1	8	8
H4JE	35	Television Directing: Factual Programmes	2	16	8
D7M2	34	Radio Production 1: Analysing and Producing Radio Programmes	1	8	7
D7XP	35	Radio Production 2: Producing Programmes in a Range of Styles	2	16	8
F1TM	35	News Gathering	1	8	8

### Digital journalism

4 code	2 code	Unit title	SQA credit	SCQF credit points	SCQF level
DF60	35	Internet: Web Development	2	16	8
H383	34	Web Design: An Introduction	1	8	7
HF58	34	Web Development: Essential Content	2	16	7

### Newspaper and magazine journalism

4 code	2 code	Unit title	SQA credit	SCQF credit points	SCQF level
D7LW	34	Communication: Using Information Technology and Desk Top Publishing	1	8	7
J157	35	Journalism: Feature Writing Advanced	1	8	8
J12D	35	Journalism: News Writing Advanced	2	16	8
J5M5*	34	Magazine Journalism	1	16	7
J12E	35	Journalism: Specialist Reporting	1	8	8
DF5Y	34	Desk Top Publishing	1	8	7
F0PP	34	Printing Production Processes	1	8	7
F0PG	35	Print Origination and Image Capture	1	8	8
F1V3	35	Design for Print: DTP for Magazine Production	1	8	8
F1V4	35	Design for Print: DTP for Newspaper Production	1	8	8

### Photography

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

## Other options

4 code	2 code	Unit title	SQA credit	SCQF credit points	SCQF level
D75X	34	Information Technology: Applications Software 1	1	8	7
DJ3A	34	Working in the Creative Industries	1	8	7
DE3R	34	Personal Development Planning	1	8	7
H8T2	33	Workplace Communication in English	1	8	6
J5EY*	34	Freelance Working Skills	1	8	7

\*Refer to History of Changes for revision changes.

### **3 Aims of the qualifications**

The aims of the HNC/D Practical Journalism with Shorthand are to provide learners with a clear understanding of and competency in the knowledge and skills required by a journalist in order to enable them to operate effectively within the journalism industry.

#### **3.1 General aims of the qualifications**

##### **General aims of the HNC qualification**

- 1 To develop the learner's knowledge and skills such as planning, analysing and writing
- 2 To develop vocational skills and enhance the learner's employability
- 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 to the SCQF levels demanded by employers and for progression into Higher Education and to degree award(s)
- 6 To challenge the learner academically and develop an enjoyment of the subject

##### **General aims of the HND qualification**

- 1 To further develop the learner's knowledge and skills such as detailed planning, critically analysing and complex writing
- 2 To develop vocational skills and enhance the learner's employability
- 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 to the SCQF levels demanded by employers and for progression into Higher Education and to degree award(s)
- 6 To challenge the learner academically and develop an enjoyment of the subject

#### **3.2 Specific aims of the qualifications**

##### **Specific aims of the HNC qualification**

- 1 To develop the learner's knowledge and skills in the English language and in journalistic writing conventions
- 2 To develop planning and time management skills essential to professional journalism
- 3 To develop research, interview and presentation skills central to professional journalistic competence
- 4 To provide a broad foundation in the range of digital skills appropriate to the needs of modern journalism
- 5 To prepare the learner for employment in the modern journalism industry
- 6 To foster an awareness of the structure and operational practices within modern journalism
- 7 To prepare the learner for further study

## **Specific aims of the HND qualification**

- 1 To develop the learner's knowledge and skills in the English language and in journalistic writing conventions
- 2 To develop planning and time management skills essential to professional journalism
- 3 To develop research, interview and presentation skills central to professional journalistic competence
- 4 To provide a broad foundation in the range of digital skills appropriate to the needs of modern journalism
- 5 Where appropriate to specialism, to develop the required underpinning practical and technical skills appropriate to the needs of modern journalism
- 6 To develop a knowledge of legal requirements and guidelines which relate to the industry
- 7 To extend the range of knowledge appropriate to chosen specialist vocational areas within the field
- 8 To prepare the learner for employment in the modern journalism industry
- 9 To prepare the learner for further study

## **3.3 Graded units**

### **HNC qualification**

The HNC graded unit works to bring together the knowledge the learner has acquired from all the units offered by centres for the HNC qualification so that they can show their understanding of and competency in journalism. It requires the learner to approach their project as they would in industry in order to show that they can operate effectively in this way.

The graded unit requires the learner to create an original in-depth feature. The creation of this feature will help to improve both the learner's English and journalistic skills. While working to set deadlines, the learner is required to set their own schedule in order to meet these deadlines, helping them to hone their planning and time management skills.

The graded unit charts the whole process of creating a feature and requires the learner to use skills acquired in researching, interviewing and pitching. It also requires the use of digital skills through either layout of the article or creation of a broadcast piece.

The graded unit is structured to replicate the process of creating a feature within industry and so helps to create the skills required for employment in the modern journalism industry. The feature is produced for a named publication, helping to make the learner aware of the structural and operational needs of the industry.

Through independent working, the unit helps to prepare the learner for both further study and employment within journalism.

### **HND qualification**

The HND graded unit works to bring together the knowledge the learner has acquired from all the units offered by centres for the HND qualification so that they can show their understanding of and competency in journalism. It requires the learner to approach their project as they would in industry in order to show that they can operate effectively in this way.

The graded unit requires that learners work together to create a group production. The creation of this production will help to improve both the learner's English and journalistic skills. While working to set deadlines, the learner is required to set their own schedule in order to meet these deadlines, helping them to hone their planning and time management skills.

The graded unit charts the whole process of creating a production and requires the learner to use skills acquired in researching, interviewing and pitching. It also requires the use of digital skills through either layout of the production or creation of a broadcast piece, as well as equivalent online materials and promotion via social media.

The scope of the production allows the learner to specialise in a specific area of journalism, making them aware of the skills and legal requirements of this specialist area.

The graded unit is structured to replicate the process of creating a production within industry and so helps to create the skills required for employment in the modern journalism industry, as well as helping to make the learner aware of the structural and operational needs of the industry.

Through independent working, the unit helps to prepare the learner for both further study and employment within journalism.

## 4 Recommended entry to the qualifications

Entry to the HNC/D Practical Journalism with Shorthand is at the discretion of the centre. The following information on prior knowledge, skills, experience or qualifications that provide suitable preparation for these qualifications has been provided by the Qualification Design Team as guidance only.

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

Formal entry qualifications for access to the HNC Practical Journalism with Shorthand or first year HND Practical Journalism with Shorthand will include:

- ◆ Two Highers, one of which must be English at A or B
- ◆ Another relevant Higher such as a social subject or modern foreign language
- ◆ Relevant National Certificate Group Awards at SCQF level 6 in the field of Communication and Media or Arts and Social Sciences or a National Progression Award in Journalism at SCQF level 6
- ◆ Appropriate HNC or degree
- ◆ Equivalent qualifications or relevant work experience

Centres delivering the HNC/D Practical Journalism with Shorthand should offer pre-entry guidance to ensure applicants have an appropriate level of English. This can be achieved through tests and, in addition, applicants should be asked to provide a folio of relevant samples of work. Applicants should also be interviewed in order to assess their suitability for, and commitment to, journalism. Furthermore, it is recommended that learners possess the following Core Skills profile on entry:

- ◆ *Communication* SCQF level 6
- ◆ *Numeracy* SCQF level 6
- ◆ *Information and Communication Technology (ICT)* SCQF level 6
- ◆ *Problem Solving* SCQF level 6
- ◆ *Working with Others* SCQF level 6

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

## 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 these qualifications. The information should be used to identify if additional learning support needs require 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.

<b>Core Skill</b>	<b>Recommended SCQF entry profile</b>	<b>Associated assessment activities</b>
Communication	6	Writing articles, answering written and verbal questions
Numeracy	6	Analysis of data and statistics, radio and video editing and scripting; producing financial articles
Information and Communication Technology (ICT)	6	Using digital technology eg, DTP software, video editing applications, audio editing
Problem Solving	6	Answering case studies
Working with Others	6	Working as an editorial team, group assignments

## 5 Additional benefits of the qualification in meeting employer needs

The HNC/D Practical Journalism with Shorthand qualifications were 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 qualifications. 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 skills, known as Core Skills through doing this qualification.

National Occupational Standards for journalism are defined by Creative Skillset and include:

- 1 Understand the practice of journalism in the UK media
- 2 Contribute to creativity and innovation in journalism
- 3 Manage and market yourself as a freelancer
- 4 Originate and develop ideas for editorial content
- 5 Understand the market, consumers and audiences for editorial content
- 6 Evaluate the success of editorial content
- 7 Write headlines for print
- 8 Work to a brief for editorial content
- 9 Write promotional material for editorial content
- 10 Contribute to the design and development of a website
- 11 Maintain up-to-date general and specialist knowledge
- 12 Prepare for location reporting
- 13 Manage the print production process
- 14 Network and communicate with external contacts
- 15 Write for print
- 16 Manage digital images
- 17 Design and produce page layout
- 18 Develop voice and presentation skills
- 19 Create and pitch editorial content for freelance commission
- 20 Write for radio and audio

The following table is an indicative list relating to the mandatory units. Further details can be found at <https://www.ukstandards.org.uk>

## 5.1 Mapping of qualification aims to units

### HNC qualification — General aims

Code	Unit title	Aims					
		1	2	3	4	5	6
J128 34	Journalism: News Writing	X	X	X	X	X	X
J129 34	Journalism: Feature Writing	X	X	X	X	X	X
J12A 34	Journalism: Research and Interview Skills	X	X	X	X	X	X
J127 34	Journalism: Public Affairs	X	X	X	X	X	X
J12C 34	Journalism: Sub Editing	X	X	X	X	X	X
DE27 34	Shorthand as a Skill (Introductory) 60wpm	X	X	X	X	X	X
J124 34	Practical Journalism with Shorthand: Graded Unit 1	X	X	X	X	X	X
J125 34	Journalism: Scots Law 1	X	X	X	X	X	X

### HNC qualification — Specific aims

Code	Unit title	Aims						
		1	2	3	4	5	6	7
J128 34	Journalism: News Writing	X	X	X	X	X	X	X
J129 34	Journalism: Feature Writing	X	X	X	X	X	X	X
J12A 34	Journalism: Research and Interview Skills	X	X	X	X	X	X	X
J127 34	Journalism: Public Affairs	X		X	X	X		X
J12C 34	Journalism: Sub Editing	X			X	X	X	X
DE27 34	Shorthand as a Skill (Introductory) 60wpm		X		X	X		X
J124 34	Practical Journalism with Shorthand: Graded Unit 1	X	X	X	X	X	X	X
J125 34	Journalism: Scots Law 1	X		X	X	X		X



### HND qualification — General aims

Code	Unit title	Aims					
		1	2	3	4	5	6
J154 35	Practical Journalism with Shorthand: Graded Unit 2	X	X	X	X	X	X
J126 34	Journalism: Scots Law 2	X	X	X	X	X	X
J122 35	Journalism: Social and Ethical Issues	X	X	X	X	X	X
DE28 35	Shorthand as a Skill (Speed Development 1) 70wpm	X	X	X	X	X	X
DE29 35	Shorthand as a Skill (Speed Development 2) 80wpm	X	X	X	X	X	X
DE2A 35	Shorthand as a Skill (Speed Development 3) 90wpm	X	X	X	X	X	X
DE2C 35	Shorthand as a Skill (Speed Development 4) 100wpm	X	X	X	X	X	X
HJ4W 34	Work Placement	X	X	X	X	X	X
J120 35	Journalism: Public Affairs Advanced	X	X	X	X	X	X
J121 35	Digital Journalism	X	X	X	X	X	X
J156 35	Journalism: Sub Editing Advanced	X	X	X	X	X	X

### HND qualification — Specific aims

Code	Unit title	Aims								
		1	2	3	4	5	6	7	8	9
J154 35	Practical Journalism with Shorthand: Graded Unit 2	X	X	X	X	X	X	X	X	X
J126 34	Journalism: Scots Law 2	X	X	X	X	X	X	X	X	X
J122 35	Journalism: Social and Ethical Issues	X	X	X	X	X	X	X	X	X
DE28 35	Shorthand as a Skill (Speed Development 1) 70wpm		X		X			X	X	X
DE29 35	Shorthand as a Skill (Speed Development 2) 80wpm		X		X			X	X	X
DE2A 35	Shorthand as a Skill (Speed Development 3) 90wpm		X		X			X	X	X
DE2C 35	Shorthand as a Skill (Speed Development 4) 100wpm		X		X			X	X	X
HJ4W 34	Work Placement	X	X	X	X	X	X	X	X	
J120 35	Journalism: Public Affairs Advanced	X	X	X	X	X		X	X	X
J121 35	Digital Journalism	X	X	X	X	X	X	X	X	X
J156 35	Journalism: Sub Editing Advanced	X	X		X			X	X	X

## 5.2 Mapping of National Occupational Standards (NOS)

Code	Unit title	National Occupational Standard																			
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
J128 34	Journalism: News Writing	X	X	X	X	X	X	X	X	X	X	X	X	X	X				X	X	
J129 34	Journalism: Feature Writing	X	X	X	X	X	X	X	X	X	X	X	X	X	X				X	X	
J12A 34	Journalism: Research and Interview Skills	X	X	X	X	X	X		X	X	X	X	X	X	X				X	X	
J127 34	Journalism: Public Affairs	X			X							X	X		X	X			X		
J12C 34	Journalism: Sub Editing	X		X	X	X	X	X	X	X	X		X		X					X	
DE27 34	Shorthand as a Skill (Introductory) 60wpm	X			X							X	X			X				X	
J124 34	Practical Journalism with Shorthand: Graded Unit 1	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
J125 34	Journalism: Scots Law 1	X			X							X	X	X		X			X	X	
J154 35	Practical Journalism with Shorthand: Graded Unit 2	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
J126 34	Journalism: Scots Law 2	X			X							X	X	X		X			X	X	
J122 35	Journalism: Social and Ethical Issues	X			X					X		X	X	X		X			X	X	
DE28 35	Shorthand as a Skill (Speed Development 1) 70wpm	X			X							X	X			X				X	
DE29 35	Shorthand as a Skill (Speed Development 2) 80wpm	X			X							X	X			X				X	
DE2A 35	Shorthand as a Skill (Speed Development 3) 90wpm	X			X							X	X			X				X	
DE2C 35	Shorthand as a Skill (Speed Development 4) 100wpm	X			X							X	X			X				X	
HJ4W 34	Work Placement	X	X		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
J120 35	Journalism: Public Affairs Advanced	X	X	X	X	X	X	X	X		X	X	X		X	X			X	X	X
J121 35	Digital Journalism	X	X	X	X	X	X		X	X	X	X	X	X	X		X	X	X	X	X
J156 35	Journalism: Sub Editing Advanced	X		X	X	X	X	X	X	X	X	X		X		X	X			X	

### 5.3 Mapping of Core Skills development opportunities across the qualifications

*E= Embedded unit*

*S= Signposted unit*

Unit code	Unit title	Communication			Numeracy		ICT		Problem Solving			Working with Others	
		Written (Reading)	Written (Writing)	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
J128 34	Journalism: News Writing		S			S	S		F @ 5	F @ 5			
J129 34	Journalism: Feature Writing		S	S		S	S		F @ 5	F @ 5			
J12A 34	Journalism: Research and Interview Skills		S	S		S	S	S	F @ 5			F @ 5	
J127 34	Journalism: Public Affairs		S						F @ 5				
J12C 34	Journalism: Sub Editing		S				S	F @ 5	F @ 5				
DE27 34	Shorthand as a Skill (Introductory) 60wpm												
J124 34	Practical Journalism with Shorthand: Graded Unit 1	S	S	S			S	S				S	S
J125 34	Journalism: Scots Law 1		S	S			S		F @ 6				
J154 35	Practical Journalism with Shorthand: Graded Unit 2	S	S	S			S	S	E @ 6	E @ 6	E @ 6	S	S
J126 34	Journalism: Scots Law 2		S	S			S		F @ 6				
J122 35	Journalism: Social and Ethical Issues		S					S					
DE28 35	Shorthand as a Skill (Speed Development 1) 70wpm												

Unit code	Unit title	Communication			Numeracy		ICT		Problem Solving			Working with Others	
		Written (Reading)	Written (Writing)	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
DE29 35	Shorthand as a Skill (Speed Development 2) 80wpm												
DE2A 35	Shorthand as a Skill (Speed Development 3) 90wpm												
DE2C 35	Shorthand as a Skill (Speed Development 4) 100wpm												
HJ4W 34	Work Placement	S	S	S					E @ 6	E @ 6	E @ 6	E @ 6	E @ 6
J120 35	Journalism: Public Affairs Advanced	S	S	S		S	S	S	S			S	S
J121 35	Digital Journalism		S			S	S	S					
J156 35	Journalism: Sub Editing Advanced		S				S	S	E @ 6	E @ 6			

## 5.4 Assessment strategy for the qualifications

Unit	Assessment				
	Outcome 1	Outcome 2	Outcome 3	Outcome 4	Outcome 5
J128 34 Journalism: News Writing	Essay and practical exercise carried out in supervised, open-book conditions within 90 minutes	Analytical essay carried out in supervised, open-book conditions within two hours		Practical exercise carried out in supervised, open-book conditions to a set deadline	Practical exercise carried out in open-book conditions to a set deadline
J5FP 34 News Writing	<p>Produce 800 words explaining the structure and process of creating a news story on any platform</p> <p>The assessment will be undertaken in open-book conditions within a period of 2 hours.</p>	<p>Write three news intros to industry standard using given materials. Each intro should be up to 30 words and should include one written for a national publication.</p> <p>Write two stories of 300 words to a professional standard. One should be from a press release and the other should be sourced by the learner. The sourced story should have an exclusive angle and</p>	<p>Practical exercise carried out in supervised open-book conditions to a set deadline</p> <p>Produce a news story of a minimum of 300 words to industry standard with an SEO headline along with accompanying video footage of between 60 and 90 seconds filmed and edited on a smartphone. This will include at least one interview.</p> <p>The assessment will be undertaken in</p>		

		<p>should be stood up with appropriate, balanced quotes.</p> <p>The assessment will be undertaken in open-book conditions with deadlines set by the tutor.</p>	<p>open-book conditions with a deadline given by their tutor.</p>		
J129 34 Journalism: Feature Writing	<p>Essay and practical exercise carried out in open-book conditions to an agreed deadline</p>	<p>Practical exercise carried out in open-book conditions to an agreed deadline</p>	<p>Practical exercise carried out in open-book conditions to an agreed deadline</p>		
J12A 34 Journalism: Research and Interview Skills	<p>Practical exercise carried out in open-book conditions to an agreed deadline</p>	<p>Practical exercise carried out in open-book conditions to an agreed deadline</p>	<p>Practical exercise carried out in open-book conditions to an agreed deadline</p>		
J127 34 Journalism: Public Affairs	<p>Practical exercise carried out in open-book conditions to an agreed deadline</p>	<p>Practical exercise carried out in open-book conditions to an agreed deadline</p>	<p>Practical exercise carried out in open-book conditions to an agreed deadline</p>		
J12C 34 Journalism: Sub Editing	<p>Restricted response carried out in supervised, closed-book conditions within one hour</p>	<p>Essay and practical exercise carried out in supervised, open-book conditions within two hours</p>	<p>Practical exercise carried out in supervised, open-book conditions within two hours</p>		

Unit	Assessment				
	Outcome 1	Outcome 2	Outcome 3	Outcome 4	Outcome 5
DE27 34 Shorthand as a Skill (Introductory) 60wpm	Portfolio of evidence carried out in supervised, closed-book conditions to agreed deadlines	Practical exercise carried out in supervised, closed-book conditions to a set deadline	Practical exercise carried out in supervised, closed-book conditions to a set deadline		
J124 34 Practical Journalism with Shorthand: Graded Unit 1	Portfolio of evidence carried out in open-book conditions to an agreed deadline	Portfolio of evidence carried out in open-book conditions to an agreed deadline	Portfolio of evidence carried out in open-book conditions to an agreed deadline		
J125 34 Journalism: Scots Law 1	Restricted response carried out in supervised, closed-book conditions within two hours	Restricted response carried out in supervised, closed-book conditions within two hours	Restricted response carried out in supervised, closed-book conditions within two hours	Restricted response carried out in supervised, closed-book conditions within two hours	
J154 35 Practical Journalism with Shorthand: Graded Unit 2	Portfolio of evidence carried out in open-book conditions to an agreed deadline	Portfolio of evidence carried out in open-book conditions to an agreed deadline	Portfolio of evidence carried out in open-book conditions to an agreed deadline		
J126 34 Journalism: Scots Law 2	Restricted response carried out in supervised, closed-book conditions within one hour	Restricted response carried out in supervised, closed-book conditions within one hour	Restricted response carried out in supervised, closed-book conditions within one hour	Restricted response carried out in supervised, closed-book conditions within one hour	

Unit	Assessment				
	Outcome 1	Outcome 2	Outcome 3	Outcome 4	Outcome 5
J122 35 Journalism: Social and Ethical Issues	Case study response carried out in supervised, closed-book conditions within 90 minutes	Case study response carried out in supervised, closed-book conditions within 90 minutes	Case study response carried out in supervised, closed-book conditions within 90 minutes		
DE28 35 Shorthand as a Skill (Speed Development 1) 70wpm	Practical exercise carried out in supervised, closed-book conditions to a set deadline	Practical exercise carried out in supervised, closed-book conditions to a set deadline			
DE29 35 Shorthand as a Skill (Speed Development 2) 80wpm	Practical exercise carried out in supervised, closed-book conditions to a set deadline	Practical exercise carried out in supervised, closed-book conditions to a set deadline			
DE2A 35 Shorthand as a Skill (Speed Development 3) 90wpm	Practical exercise carried out in supervised, closed-book conditions to a set deadline	Practical exercise carried out in supervised, closed-book conditions to a set deadline			
DE2C 35 Shorthand as a Skill (Speed Development 4) 100wpm	Practical exercise carried out in supervised, closed-book conditions to a set deadline	Practical exercise carried out in supervised, closed-book conditions to a set deadline			



Unit	Assessment				
	Outcome 1	Outcome 2	Outcome 3	Outcome 4	Outcome 5
HJ4W 34 Work Placement	Portfolio of evidence carried out in open-book conditions to an agreed deadline	Portfolio of evidence carried out in open-book conditions to an agreed deadline	Portfolio of evidence carried out in open-book conditions to an agreed deadline		
J120 35 Journalism: Public Affairs Advanced	Assignment carried out in open-book conditions to an agreed deadline	Assignment carried out in open-book conditions to an agreed deadline	Assignment carried out in open-book conditions to an agreed deadline		
J121 35 Digital Journalism	Practical exercise carried out under open-book conditions, to an agreed deadline	Essay and case study carried out under open-book conditions to an agreed deadline	Practical exercise carried out in open-book conditions to an agreed deadline	Essay carried out in open-book conditions to an agreed deadline	
J156 35 Journalism: Sub Editing Advanced	Practical exercise carried out in supervised, open-book conditions within two hours	Essay and practical exercise carried out in supervised, open-book conditions within three hours	Practical exercise carried out in supervised, open-book conditions within two hours		

## 6 Guidance on approaches to delivery and assessment

The skills now demanded by the modern journalism industry are diverse and varied and this is reflected in the number of units and specialisms that the HNC/D Practical Journalism with Shorthand qualifications encompass. The skills developed will include those of planning and time management, researching, interviewing, 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 could be selected from the specialist optional units within these qualifications. In addition, work experience would help the learner to prepare for employment or freelance work.

### 6.1 Sequencing/integration of units

During the design of the HNC/D Practical Journalism with Shorthand qualifications, 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 have also been written where these were needed.

It is intended that these qualifications are delivered as coherent, integrated programmes of study and that the selected options reflect the specialist nature of the journalism discipline selected by the learner 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 learner's commitment to self-directed study. Tutorial sessions should be set up to support learners through the programme and will build their confidence as they progress through their studies. The learning content will lead to the learner being able to create a portfolio of work of a professional standard.

The timetabling of units is at the discretion of each centre.

Each unit can be assessed individually and the learner will be expected to hand in work to meet specified deadlines. Meeting the deadlines is an essential element of the programme. However, there are also possibilities for the integration of assessments across units. For example, the features produced in *Journalism: Research and Interview Skills* could also contribute to the features required in *Journalism: Feature Writing*.

Throughout the delivery of the qualifications, the learner's skills in the following areas will be developed:

- ◆ Organising
- ◆ Communicating
- ◆ Researching
- ◆ 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 and interview skills
- ◆ Sub editing
- ◆ Shorthand
- ◆ Scots law
- ◆ Public affairs
- ◆ Digital journalism

Specialist topics include:

- ◆ Broadcast journalism
- ◆ Newspaper and magazine journalism
- ◆ Photography

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

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

The mandatory section of each qualification covers those topics essential to a career in journalism. The selection of the optional units would determine the specialist nature of the awards. The graded units in these qualifications are both projects, practical assignments. The choice of a practical assignment fits well with the practical nature of the awards.

Delivery through open learning may be available or suitable for some aspects of the programme.

## 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 practise
- ◆ 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 the SQA website [www.sqa.org.uk](http://www.sqa.org.uk).

The following sub-sections outline how existing SQA unit(s) may contribute to these group awards. Additionally, they also outline how these group awards may be recognised for professional and articulation purposes.

### 6.2.1 Articulation and/or progression

The HNC and HND qualifications in Practical Journalism with Shorthand may provide articulation to degree programmes such as those listed in section one. Each centre has local articulation agreements.

### 6.2.2 Professional recognition

The HNC and HND qualifications in Practical Journalism with Shorthand may provide a pathway to the National Council for the Training of Journalists' Diploma in Journalism.

### 6.2.3 Transitional arrangements

The revised HNC and HND Practical Journalism with Shorthand frameworks will include a route to allow learners completing the predecessor HNC Practical Journalism (G8L1 15), or units belonging to this or to the predecessor HND Practical Journalism (G8L2 16), to transfer existing credits from those awards to the revised HNC Practical Journalism with Shorthand (GP1N 15) or HND Practical Journalism with Shorthand (GP2G 16), as applicable.

As the aims and content of the new and old group awards are broadly the same, this will not negatively affect the integrity of the revised HNC/D but will greatly enhance the manageability of transitional arrangements from the old to the new awards.

Therefore when transferring from the predecessor HNC/D to the new HNC/D, centres and learners will have the following options:

- ◆ learners who have been certificated for the HNC Practical Journalism (G8L1 15) group award will be able to move to the new HND Practical Journalism with Shorthand on a unit-by-unit basis
- ◆ where learners have partially completed the HNC Practical Journalism (G8L1 15) via a number of discrete units, credit transfer will need to be agreed on a unit-by-unit basis
- ◆ where learners have partially completed the HND Practical Journalism (G8L2 16) via a number of discrete units, credit transfer will need to be agreed on a unit-by-unit basis

### 6.2.4 Credit transfer

Old unit	New unit	Transfer arrangements
H4WX 34 Journalism: News Writing	J128 34 Journalism: News Writing	Most evidence requirements are broadly similar. Partial credit transfer available. Updated 05 must be completed
J128 34 Journalism: News Writing	J5FP 34 News Writing	Full credit transfer possible
F1N2 34 Journalism: Feature Writing	J129 34 Journalism: Feature Writing	Evidence requirements are broadly similar. Direct credit transfer available



<b>Old unit</b>	<b>New unit</b>	<b>Transfer arrangements</b>
F1RD 34 Journalism: Research and Interview Skills	J12A 34 Journalism: Research and Interview Skills	Evidence requirements are broadly similar. Direct credit transfer available
F1RM 34 Journalism: Public Affairs	J127 34 Journalism: Public Affairs	Evidence requirements are broadly similar. Direct credit transfer available
F1N6 34 Journalism: Sub Editing	J12C 34 Journalism: Sub Editing	Evidence requirements are broadly similar. Direct credit transfer available
DE27 34 Shorthand as a Skill (Introductory) 60wpm	DE27 34 Shorthand as a Skill (Introductory) 60wpm	No change to unit. Direct credit transfer available
F1X4 34 Practical Journalism: Graded Unit 1	J124 34 Practical Journalism with Shorthand: Graded Unit 1	Evidence requirements are broadly similar. Direct credit transfer available
H1TH 34 Journalism: Scots Law 1	J125 34 Scots Law 1	Evidence requirements are broadly similar. Direct credit transfer available
F1X5 35 Practical Journalism: Graded Unit 2	J154 35 Practical Journalism with Shorthand: Graded Unit 2	Evidence requirements are broadly similar. Direct credit transfer available
H1VK 34 Journalism: Scots Law 2	J126 34 Scots Law 2	Evidence requirements are broadly similar. Direct credit transfer available
F1RE 35 Journalism: Social and Ethical Issues	J122 35 Journalism: Social and Ethical Issues	Evidence requirements are substantially different. No credit transfer available
DE28 35 Shorthand as a Skill (Speed Development 1) 70wpm	No changes to units	No change to units. Direct credit transfer available
DE29 35 Shorthand as a Skill (Speed Development 2) 80wpm	No changes to units	No change to units. Direct credit transfer available
DE2A 35 Shorthand as a Skill (Speed Development 3) 90wpm	No changes to units	No change to units. Direct credit transfer available
DE2C 35 Shorthand as a Skill (Speed Development 4) 100wpm	No changes to units	No change to units. Direct credit transfer available
HJ4W 34 Work Placement	No change to unit	No change to unit. Direct credit transfer available
H8T1 35 Journalism: Public Affairs Advanced	J120 35 Journalism: Public Affairs: Advanced	Evidence requirements are substantially different. No credit transfer available
F1N8 35 Journalism: Online Reporting	J121 35 Digital Journalism	Evidence requirements have been updated substantially. No credit transfer available
H2W9 35 Journalism: Sub Editing Advanced	J156 35 Journalism: Sub Editing Advanced	New evidence requirements are broadly similar. Direct credit transfer available

### 6.3 Opportunities for e-assessment

The HNC and HND qualifications include some units which may be suitable for e-assessment. E-assessment is assessment which is supported by Information and Communication Technology (ICT), such as e-testing or the use of e-portfolios or social software. Centres that 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 within a unit are met, regardless of the mode of gathering evidence.

For some units, working in teams is a requirement, however this should not preclude e-assessment. 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 programme. Flexible part-time study with e-assessment may be a practical option where a learner is in employment in a media-related post.

Centres must ensure adequate preparation is made to ensure the authenticity of the evidence provided by the learner. Software such as TurnItIn could be used for this purpose. The most up-to-date guidance on the use of e-assessment to support SQA's qualifications is available at [www.sqa.or.uk/e-assessment](http://www.sqa.or.uk/e-assessment).

### 6.4 Support materials

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

### 6.5 Resource requirements

Due to the vocational nature of the HNC/HND Practical Journalism with Shorthand qualifications, it is recommended that all tutors have some experience within the journalism industry, although it is appreciated that this may not be possible for some specialist optional units. A teaching qualification such as the Teaching Qualification in Further Education (TQFE) would be advantageous.

Learners should be given access to industry-standard resources, such as PCs containing software routinely used within industry. This would include a word processing package, internet browser and specialist software for areas such as desk top publishing, audio and video editing. Video and audio recording devices should be made available to learners, along with mobile phones for mobile journalism.

The qualifications should be taught within an appropriate environment, ideally one which mirrors the environment of a modern media organisation. This should allow for workplace simulation throughout the programme.

The use of guest speakers is advised throughout the delivery of the HNC/D Practical Journalism with Shorthand with Shorthand, in order to help learners to build contacts and gain an up-to-date insight into the industry.

## 7 General information for centres

### Equality and inclusion

The unit specifications making up these group awards 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 the SQA website [www.sqa.org.uk/assessmentarrangements](http://www.sqa.org.uk/assessmentarrangements).

### Internal and external verification

All instruments of assessment used within these qualifications 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](http://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 the 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.

**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 one 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](http://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 difficult 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.

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

**Signposted Core Skills:** refers to opportunities to develop Core Skills arising in learning and teaching but these 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 replaced by a revised version of the same unit:

- ◆ No new centres may be approved to offer the old version of the unit that has been revised.
- ◆ Centres already approved for the unit should only enter learners for the old version of the unit where the learner is expected to complete the unit before its finish date.

Version Number	Description	Date
05	<b>Revision of Unit:</b> J12F 34 Magazine Journalism has been revised by J5M5 34 Magazine Journalism for HND frameworks and will finish 31/07/2023	24/08/2021
04	<b>Revision of Units:</b> Unit finished and removed from HND framework - DM36 34 <i>Multimedia Computing: Video with Audio</i> .  A6T0 34 - <i>Freelance Working Skills</i> has been revised by J5EY 34 <i>Freelance Working Skills</i> for the HND framework and will finish 31/07/2023.	02/08/21
03	<b>Revision of Unit:</b> J128 34 Journalism: News Writing has been replaced by J5FP 34 News Writing for both frameworks and will finish 31/07/2023	14/06/2021
02	Core Skills mapping updated.	26/03/19

## Acknowledgement

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

## 9 General information for learners

The HNC and HND Practical Journalism with Shorthand qualifications are intended for those wishing to pursue a career in journalism.

As well as preparing you for employment within the journalism industry and enhancing your employment prospects, the qualifications are also designed to prepare you for entry into second or third year degree programmes at higher education institutions.

### Who should apply for these qualifications?

This qualifications would best suit those:

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

### What are the entry requirements for these qualifications?

Entry requirements are at the discretion of the centre but the following is recommended:

- ◆ Two Highers, one of which must be English at A or B
- ◆ Another relevant Higher such as a social subject or modern foreign language

or

- ◆ A relevant National Certificate award at SCQF level 6 in Communication and Media or Arts and Social Sciences, or, a National Progression award in Journalism at SCQF level 6

or

- ◆ An appropriate HNC or HND or degree

or

- ◆ Equivalent qualifications or relevant work experience

Staff in centres will interview applicants to ascertain their suitability for the qualifications and consider any possible required support needs. In addition, you will be given a test to assess your skills in English and your knowledge of current affairs.

You will also be expected to possess Core Skills in *Communication, Numeracy, Information and Communication Skills (ICT), Problem Solving* and *Working with Others*. You must possess basic word processing skills and be able to use email and the internet. Individual centres can make special provision for learners who do not meet this skills profile. You will further develop your ICT skills in specialist packages across the HNC/HND programme.

### Content of the awards

Within the HNC/HND in Practical Journalism with Shorthand qualifications you will study *News and Feature Writing, Scots Law, Research and Interview Skills, Public Affairs, 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 as well as selecting specialist optional units. Overall, you will have the opportunity to develop a broad range of skills used across the journalism industry.

## Skills developed

Across the qualifications, you will be given opportunities to develop a range of general core, key essential and employability skills, for example:

- ◆ communication skills
- ◆ numeracy skills
- ◆ ICT skills
- ◆ problem solving
- ◆ working co-operatively with others
- ◆ planning and analysing
- ◆ study and research skills
- ◆ digital competence
- ◆ using initiative/being proactive
- ◆ critically analysing and evaluating
- ◆ planning and organising
- ◆ setting goals and making action plans
- ◆ time management
- ◆ working effectively to meet deadlines
- ◆ working independently/autonomously
- ◆ self-management

You will also develop a range of skills specific to the study of practical journalism including:

- ◆ developing your knowledge of the English language and skills in journalistic writing conventions
- ◆ time management and planning skills essential to professional journalism
- ◆ developing research, interview and presentation skills
- ◆ developing a broad foundation in the range of digital and ICT systems and applications used in modern journalism
- ◆ developing specialist skills underpinning the practical and technical skills required in modern journalism
- ◆ knowledge of legal requirements and guidelines relating to the industry
- ◆ extending the range of knowledge of areas appropriate to your chosen specialist area

## Assessment

The subject specific units are assessed using mainly open and closed-book tasks and practical exercises.

As well as undertaking assessments for subject specific units, you will also be required to undertake major projects in two graded units. The purpose of these assessments is to integrate the knowledge and skills you have gained during your period of study.

## Progression

The qualifications prepare you for entry to employment or progression into second and third year degree programmes.