**HNC Radio - Integrated Delivery Models - Example 1** (based on three-trimester academic year)

7 mandatory (M) unit credits and 5 optional (O) unit credits

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| **Block 1** | **Block 2** | **Block 3** |
| **1. Radio Feature Project** *D7M2 34* *Radio Production 1: Analysing and Producing Radio Programmes* (O) and *H9DY 34 Scriptwriting for Radio* (O)  | Single credit unit of centre’s choice | **4*. H9F9 34 Radio*: *Graded Unit 1(M)***and*D75X 34 Information Technology Application Software* (O) |
| **1. Radio Feature Project** *D7M2 34* *Radio Production 1: Analysing and Producing Radio Programmes* (O) and *H9DY 34 Scriptwriting for Radio* (O) | **3. Music Radio Project 2** *DM19 34 Radio Music Programme Production* (O) and *F1RD 34* *Journalism: Research and Interview Skills* (O) and *H9DL 34 Radio Interviewing* (M) | **4*. H9F9 34******Radio: Graded Unit 1(M)***and *D75X 34 Information Technology Application Software* (O) |
| **2. Music Radio Project 1** *DM1A 34 Radio Presentation* (M) and *H9DW 34 Scripting and Presenting for Radio Information Bulletins* (O)  | **3. Music Radio Project 2** *DM19 34 Radio Music Programme Production* (O) and *F1RD 34* *Journalism: Research and Interview Skills* (O)and*H9DL 34 Radio Interviewing* (M) | 5**. Radio Industry Project** *H4A1 34* *Creative Industries: An Introduction* (O)and *F6JF 34 Law and the Media* (O) |
| **2. Music Radio Project 1** *DM1A 34 Radio Presentation* (M) and *H9DW 34 Scripting and Presenting for Radio Information Bulletins* (O) | **3. Music Radio Project 2** *DM19 34 Radio Music Programme Production (O)* and*F1RD 34* *Journalism: Research and Interview Skills* (O)and*H9DL 34 Radio Interviewing* (M) | **5. Radio Industry Project***H4A1 34 Creative Industries: An Introduction* (O)and*F6JF 34 Law and the Media* (O) |
| ***H9DM 34 Radio: Technical Operations Recording and Editing* (M)** | Single credit unit of centre’s choice |

**Integrated delivery model example 1 – notes on integrated units**

1. **Radio Feature Project**

(Integration of ***D7M2 34 Radio Production 1*: *Analysing and Producing Radio Programmes*** and ***H9DY 34 Scriptwriting for Radio***)

This project is designed to integrate the above units into a largely practical project, based on the production of a 5-minute speech-based radio feature, which also incorporates the required theory and analysis for both units, presented to learners as preparation for the production. Learners should carry out all the tasks listed in the evidence column below, working towards the end product of a 5-minute feature. This project is ideally placed at the beginning of the academic year so it may be used as an introduction to programme types and formats, demographics/ audiences, scriptwriting conventions and other core knowledge areas upon which much of the rest of the course is built.

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| **UNIT** | **Outcome / Evidence Requirements** | **Examples of evidence** |
| ***Radio Production 1: Analysing and Producing Radio Programmes D7M2 34*** |  |
| **Outcome 1** | **Analyse different types of programmes in radio broadcasting**(an analysis of at least **five** programmes) |  |
| * correctly identify the category of each programme
* describe the content of each programme in some detail
* demonstrate an understanding of the factors influencing the content and style of the programmes
* explain the relationship between the needs of the audience and the style of the programme.
 | Response (eg log book or audio diary) to given radio programmes or extracts, covering all the evidence requirements. This should be assessed early and with a view to increasing learner understanding of programme formats and audiences – this forms part of the preparation for the 5-minute feature which should be to an agreed format and audience  |
| **Outcome 2** | **Produce a short radio programme for an agreed audience, which should:** |  |
| * contain material suitable for the purpose and audience
* be logically structured
* record the candidate’s voice
* use register, language, and tone suitable for the subject matter and the target audience
* achieve clear articulation
* use varied pitch and pace
* maintain sound levels throughout
* be free from dead air lasting longer than three seconds
* demonstrate effective editing where required
* be compiled without technical assistance
* should contain at least one interview with another person, a music clip and any other appropriate items. Music should occupy a maximum of 20% of the programme.
 | **Five** minute speech-based radio to an agreed brief and for an agreed audience to a professional standard (e.g. listeners to college radio station or an existing professional station). Evidence is in the form of the final audio file, along with script and any relevant research and preparation notes.  |
| ***Scriptwriting for Radio* *H9DY 34*** |  |
| **Outcome 1** | **Explain common characteristics of radio and conventions of radio scriptwriting** |  |
| List a minimum of **three** characteristics of radio and outline their influence on scriptwriting.Explain the main conventions governing the format of radio scripts, including reference to the use of speech, music and sound effects. This must include:* Intros and outros
* Voice parts
* Technical directions and cues
* Appropriate annotation for introduction of speech, music, sound effects and pre-recorded items and components.

Explain how target audience influences scriptwriting and production. This must include the following:* Reference to demographics
* Scheduling
* Public service, commercial, or other focus as appropriate
* Station identity
 | Written response. It is recommended that this take the form of a proposal/ written pitch for the five-minute feature which explains all the areas of the evidence requirements as they will relate to the feature being proposed. Eg the proposal should explain the intended listener for the feature, how it will utilise various script conventions etc.  |
| **Outcome 2** | **Create radio scripts in a variety of styles or formats** |  |
| * Create **three** radio scripts for distinctly different radio formats.
* One of these scripts will be short-form (30–60 seconds) while the other two will be a minimum of five minutes.
* In each case, an original script containing all appropriate technical, musical, sound effect and speech cues must be submitted.
 | Three scripts, as follows: - A five-minute script for the radio feature- A 30-second script for an insert, audio cut or commercial to be contained within the programme (there are opportunities for further integration with *Radio Commercials Production* unit here).- A further script which will likely stand apart from this project. Recommendation: a script for *Radio Music Programme Production* unit (integrated here as Music Radio Project in this model)  |

1. **Music Radio Project 1**

(Integration of ***DM1A 34 Radio Presentation*** and ***H9DW 34* *Scripting and Presenting for Radio Information Bulletins***)

This project integrates the two above named units into a project based around the production and presenting of two radio programmes; a 30-minute pre-recorded programme to an agreed brief (ideally provided by a professional radio station); and a 30-minute live or as-live programme to the learner’s own brief. The two information bulletins required for the Scripting & Presenting unit should be contained within the two programmes being made.

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| **UNIT** | **Outcome / Evidence Requirements** | **Examples of evidence** |
| ***Radio Presentation DM1A 34*** |  |
| **Outcome 1** | **Read a variety of prepared scripts** |  |
| * Read four separate scripts of different types in the studio to a standard which would be suitable for broadcast.
* Microphone technique
* Evaluating technical quality of delivery
* Voice quality: Appropriate tone, pitch and style for genre of given scripts
 | A series of script readings, two of which may be set or provided by the tutor, or sourced from programmes being made elsewhere in the course. Two of the scripts to be read should be script or notes from the two programmes being recorded for the project.  |
| **Outcome 2** | **Present basic music programmes** |  |
| * Present one complete music programme of 30 minutes duration (not ‘as-live’ – editing permitted).
* Operate all studio equipment while presenting
* Voice-overs, Intros and outros, segue
* Studio technical equipment
* Organisation of programme content
* Music programme structure
 | Completed audio file(s) of 30-minute music programme to industry brief, which satisfies all criteria. The station type should be a ‘youth’ station to accommodate the youth-focused information bulletin required for the *Scripting & Presenting* unit.  |
| **Outcome 3** | **Perform live music presentation** |  |
| * Present a music programme of 45-60 minutes duration**,** as-live.
* Operate all studio equipment while presenting
* Adhere to the running order
* Use appropriate presentation technique
* Play commercials/ read trails as directed
* Deliver a particular subject as directed
* Use at least two distinct sources of music
* Complete a Performing Rights Society form for at least 4 pieces of music used
 | Completed audio file(s) of a 45-60 minute music programme recorded as-live to learner’s own brief that satisfies all criteria. Should be accompanied by evidence of appropriate PRS music logging.  |
| ***Scripting and Presenting for Radio Information Bulletins H9DW 34*** |  |
| **Outcome 1** | **Select items for radio broadcast** |  |
| * Select and prepare a minimum of **four** stories for selected bulletins which differ in type and style and are appropriate to a given station style
* Produce a production file containing items, records of sources used, own notes and any other supporting documentation.
 | Production file and research log and notes, including evidence of story selection.  |
| **Outcome 2** | **Script bulletins** |  |
| * produce scripts for two different bulletins, one containing a minimum of two packages / items

For the first bulletin, the items should be appropriate to a **young audience** in selection, style and tone. The second bulletin should contain at least two pieces of audio with appropriate clips / cues. Learners should select and script items appropriate to a more **general audience**, including a short vox-pop or voicer and another cut of at least 20 seconds’ duration. | Scripts for the two bulletins, including appropriate script cues to indicate all audio cuts and required elements.  |
| **Outcome 3** | **Present two different information bulletins** |  |
| * Present radio bulletins to meet the requirements of a given brief
* Use audio cues where appropriate in the bulletin
 | Evidence of bulletins contained within two completed radio programmes as above.  |

1. **Music Radio Project 2**

(Integration of ***H9DX 34 Radio Music Programme Production, F1RD 34 Journalism: Research and Interview Skills*** and ***H9DL 34 Radio Interviewing***)

This project aims to integrate the vital research and interviewing skills required by broadcasters and broadcast journalists into the production of a radio programme, rather than have them set apart – this should reinforce the necessary blending of skills in the broadcast industry as well as having an end purpose for the interviews rather than assessment for assessment’s sake. A suggested theme/ format for the required radio programme is ‘the Scottish music scene’ or similar. Interviews, as well as music and other items should be relevant to this theme. Learners could interview up-and-coming Scottish bands and play their music in the show as well as interviewing, for example, music promoters, bloggers, journalists or other relevant parties as items in the programme. This theme is a suggestion – alternate themes could be used.

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| **UNIT** | **Outcome / Evidence Requirements** |  **Examples of evidence** |
| ***Radio Music Programme Production H9DX 34*** |  |
| **Outcome 1** | **Produce and present a music programme** |  |
| * Produce a conventional running order according to standard layout which is appropriate to the programme audience and purpose and type of radio station
* Present and record a music show of **at least 45 minutes and up to one hour** duration in an appropriate format
* Produce a production file containing supporting documentation as required for the production. Should contain copyright information for at least 5 pieces of music and a music log sheet
* Demonstrate use of social media as part of the music programme
 | * Running order for 60-minute music programme
* Audio file for 60-minute programme above
* Production file as outlined
* Evidence of social media activity, eg interaction with station social media feeds or similar. Links or screenshots
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| **Outcome 2** | **Implement administrative and policy requirements of music programming** |  |
| * Comprehensively explain music and programming policy in terms of purpose and audience
* Accurately explain the legal factors affecting music presentation
 | Written response assignment which describes the music and programming policy of at least one or more stations, the process of automated music scheduling, legal factors and policies. |
| ***Journalism: Research and Interview Skills F1RD 34*** |  |
| **Outcome 1** | **Use secondary source research material** |  |
| * Identify and obtain basic secondary sources of information
* Access information from a range of electronic sources
* Interpret written, financial, statistical and/or graphical information
* Assignment will be approximately 500 words or the broadcast equivalent
 | Audio file of the 60-minute programme which must include an item based on secondary research which meets the criteria for this outcome. This creates the broadcast equivalent of the 500-word assignment. Accompanied by research log identifying sources and collating research.  |
| **Outcome 2** | **Use a range of interview techniques** |  |
| * Produce a journalistic assignment based on information obtained from primary and secondary research material
* Assignment will be approximately 500 words or the broadcast equivalent
 | Audio file of the 60-minute programme which must include an item based on primary (i.e. an interview) and secondary research which meets the criteria for this outcome. NB – this interview will also satisfy the criteria for one of the two **studio** interviews required for *Radio Interviewing* (below).  |
| Include a list of interview questions and information on how interviews were arranged and undertaken. | Written response – interview questions |
| **Outcome 3** | **Use primary and secondary research material** |  |
| * Produce a journalistic assignment based on information obtained from primary and secondary research material.
* Assignment will be between 600 and 800 words or the broadcast equivalent
 | Audio file of the 60-minute programme which must include a further, and longer, item based on primary (i.e. an interview) and secondary research which meets the criteria for this outcome. NB – this interview should also satisfy the criteria for the **Location interview** required for *Radio Interviewin*g.  |
| ***Radio Interviewing H9DL 34*** |  |
| **Outcome 1** | **Explain how interview techniques are applied within a broadcasting environment** |  |
| Produce a written and/or oral assignment which covers the following:* Explanation of the practical factors which affect the use of the voice
* The possible effects of the environment on recording interviews
* Techniques of questioning and response
 | Written or oral response to set questions. Could alternatively be assessed retrospectively as an evaluation of one of the learner’s interviews.  |
| **Outcome 2** | **Pitch, research and set up an interview** |  |
| * Pitch an idea for an interview that would be appropriate for radio.
* Successfully contact a potential guest.
* Research the background to an interview.
* Submit notes and research material for the interview to be carried out.
* Produce a list of questions/prompts to be used in the interview
 | Folio of evidence: written pitch of interview (and programme) idea, records of communication with potential guest(s), research notes and interview questions.  |
| **Outcome 3** | **Conduct and edit a location interview** |  |
| * Select and test portable equipment before departure.
* Conduct an interview at an indoors or outdoors location and create an edit, that should last a minimum of **five minutes**, which is clear, audible and cleanly edited to a standard suitable for broadcast.
* Research the indoor or outdoor interview location
 | Evidence generated for Outcome 3 of *Journalism: Research and Interview Skills* (above) should automatically satisfy criteria for this outcome..  |
| **Outcome 4** | **Conduct and edit studio based interviews** |  |
| * Record a telephone and studio interview for radio broadcast
* Set voice levels in studio accurately
* Check correct designation of interviewee(s)
* Inform the guest as to when the interview is about to begin
* Conduct a skilful interview with guest
* Maintain polite behaviour towards the guest
* Balance the telephone line correctly
* Record and edit the telephone and studio interview to broadcast standard
 | Two recordings of interviews, and final edits as contained within the 60-minute music programme. One of these interviews should also generate the evidence for Outcome 2 of *Journalism: Research and Interview Skills* (as above).  |

**4. GU1 and ITAS1**

(Integration of ***Radio: Graded Unit 1*** and ***Information Technology: Applications Software 1***)

It is suggested that a simple model, where the practical content *of Information Technology: Applications Software 1* is assessed as the learner progresses through the Graded unit *Radio: Graded Unit 1,* would be an effective way of integrating the assessment of these two units.

As recommended in the ITAS1 unit specification, observation checklists could be used to cover the requirements for Outcome 1, while the production of different types of documentation (eg for scripts, research, reports, interviews or programmes) could be used to provide evidence for Outcome 2.

It is recommended that the units be delivered holistically as one project, allowing learners to explore and experiment with as many relevant aspects of IT applications as possible (with appropriate levels of tutor support) during their work on the Graded Unit.

**5. Radio Industry Project**

(Integration of ***H4A1 34* *Creative Industries: An Introduction*** and ***F6JF 34* *Law and the Media***)

This is a simple integration model where the ‘legal issues’ content *of Creative Industries: An Introduction* is effectively ‘embedded’ within the assessment of *Law and the Media*, reducing repetition, emphasising the importance of the legal restraints as they apply to radio, and reinforcing synergy between component parts of the course. Both units may be assessed as recommended in the unit specifications, excepting the ‘removal’ of the legal issues knowledge and skills from Outcome 3 of *Creative Industries: An Introduction*, which is more than adequately generated by the assessments for *Law and the Media*.

It is recommended that the units be delivered as one project, allowing learners, with tutor support, to explore all the professional and legal aspects of working in the creative industries - and specifically, radio - together. Evidence for the summative assessment could even be in the form of one or more radio recordings/ programmes that cover all evidence requirements.

**Notes on *Technical Operations: Recording and Editing***

Whereas it may be best to teach the required skills for this unit in a separately-timetabled slot to ensure adequate focus on the development of the vital skills, it is recommended that the evidence requirements are met through tasks that create content or technical elements for programmes or recordings being produced for other units or projects. Complete or partial integration of this unit with other projects as listed above may also be possible.