



**Arrangements for:
National Progression Award in
Music Business (SCQF level 6)**

Group Award Code: G9KN 46

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Acknowledgement

SQA acknowledges the valuable contribution that Scotland's colleges have made to the development of National Qualification Group Awards.

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1 Introduction

This is the Arrangements Document for the new National Progression Award in Music Business at SCQF level 6 which was validated in November 2009. This document includes: background information on the development of the National Progression Award, its aims, guidance on access, details of the Group Award structure, and guidance on delivery.

The National Progression Award (NPA) in Music Business is part of SQA's national qualification framework in Music. Specifically, it is one of a new suite of small Group Awards which cover a range of aspects of the music industry.

The award is designed to provide articulation from existing NQ courses in Music to further study and to provide specific knowledge, skills and experience related to and in the context of music business.

The National Progression Award in Music Business consists of two mandatory NQ Units drawn from the framework of the National Certificates in Music (G978 46) and Sound Production (G977 46) at SCQF level 6. This award is made up of two mandatory single credit Units (12 SCQF points) and one additional single credit Unit (6 SCQF points) from a choice of four optional Units.

2 Rationale for the development of the National Progression Award

Establishing the need for the qualification

During the development of the new National Certificates (NCs) in Music and Sound Production 2006-2009, it became evident that the main stakeholders — colleges and schools — were interested in the potential for smaller Group Awards which would be appropriate for students seeking alternative or additional pathways from existing NQ or Standard Grade Music courses.

Newly developed National Certificates in Music and Sound Production have a broad coverage of specific specialisms of the music industry. The NPA in Music Business has been designed for those whose particular interest is the business side of the music industry.

When establishing the need for a new NPA in Music Business, sector consultation used a combination of formal and informal mechanisms. A scoping exercise for new NPAs was carried out in August 2009 during which sector comment and feedback was sought. Consultation took place with Scotland's colleges and Scotland's schools and interested groups from the creative industries and education sectors including Musicians' Union, MCPS, Sector Skills Council, Scottish Arts Council and Higher Education. The results of this consultation highlighted the need for new provision in colleges and schools for those wishing to study Music Business at an introductory level and to provide an articulated pathway to HN Music Business programmes.

The NPA has the potential to improve progression to further study and to provide learners with the relevant experience and skills to prepare for entry into the music industry. It can also be a valuable vehicle to demonstrate Continuous Professional Development to those already in the workplace who may wish to formally demonstrate skills and knowledge to employers and organisations. Successful completion of the award will demonstrate to potential employers and/or educational institutes that the candidate has developed skills and knowledge relevant to the music industry that include organisational, research, reflective, planning and self-motivational skills and up-to-date knowledge of the operations and organisations of the UK music industry.

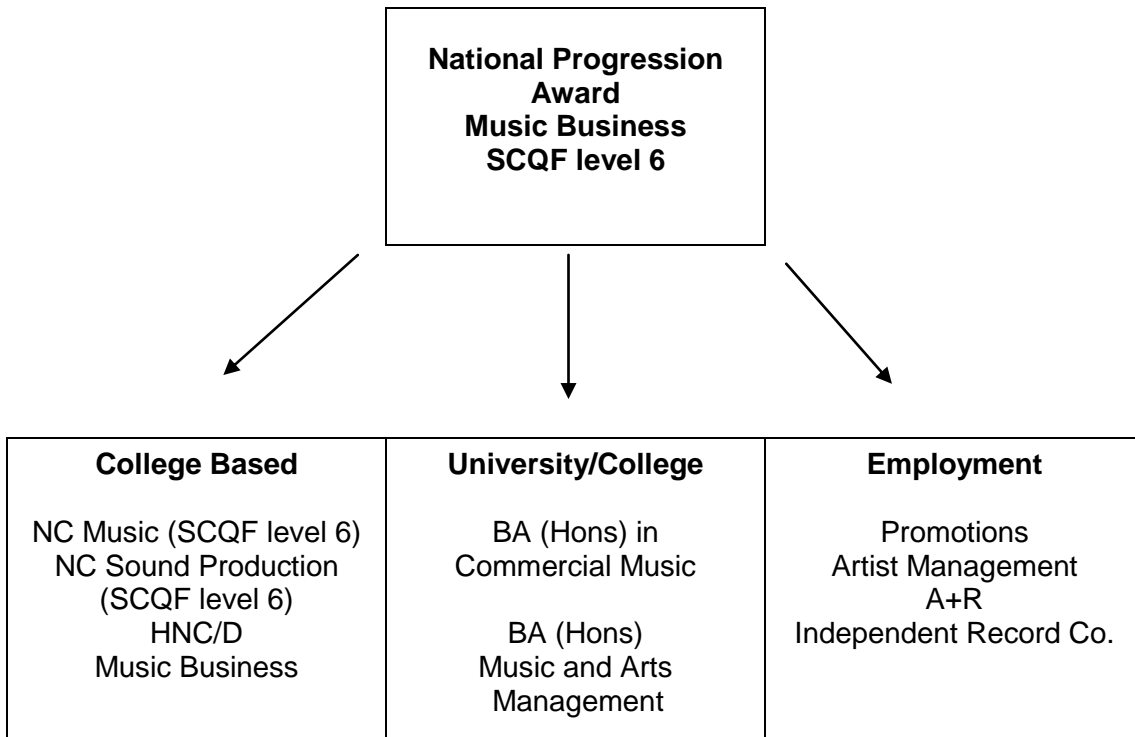
Establishing the level of the award

The level of the National Progression Award was influenced by a number of factors:

- ◆ The potential candidate base for the award
- ◆ The destination and progression routes for candidates completing the award
- ◆ The entry profile of candidates
- ◆ Availability of current Units

Progression routes

The National Progression Award (NPA) in Music Business at SCQF level 6 provides learners with introductory skills, knowledge and understanding of the business aspects of the music industry. The NPA is designed for those without prior experience of the industry or those who wish to formalise skills, knowledge and understanding gained from working within the industry. It is designed primarily as a short course to support articulation and progression towards further study either in a further education environment or on to higher education.



Please see qualifications map for further information — Appendix B.

3 Aims of the Group Award

3.1 Principal aims of the Group Award

The principal aims of the National Progression Award in Music Business are to provide opportunities for candidates to:

- ◆ gain an appropriate learning experience in Music Business at a non-advanced level
- ◆ raise an awareness and understanding of the structure of the UK music industry
- ◆ widen understanding of the rapid change and challenges experienced by the music industry
- ◆ develop a range of appropriate practical skills, knowledge and understanding relevant to contemporary Music Business practice
- ◆ gain an understanding of the UK music industry and employment opportunities within it
- ◆ gain skills and knowledge in:
 - music promotion
 - enterprise
 - organisational skills

3.2 General aims of the Group Award

Other more general aims of the National Progression Award are to:

- ◆ enable progression to non-advanced and advanced programmes and qualifications such as NC, HNC/D or BA (Hons)
- ◆ develop competences and learning through the use of SCQF to demonstrate continuous personal development
- ◆ develop transferable generic skills to contribute towards employability and citizenship profiles of candidates
- ◆ provide sufficient flexibility of delivery to allow for different client groups to undertake the course
- ◆ encourage candidates to become reflective practitioners

3.3 Target group

The National Progression Award in Music Business is aimed at a wide target group: students in colleges and schools, those already working within the music industry, those who require Continuous Professional Development with formal recognition of skills and knowledge and also as a starting point for those who are interested in working within the music industry and who may have studied on more general business courses.

It is also expected that candidates who have studied other areas of the music industry such as performance based courses or sound production will have an interest in expanding their knowledge of this area of the industry, particularly with the freelance nature of employment within the music industry. Schools have also identified the possibility of some aspects of the award being delivered by departments within the school other than the Music Department, eg Communications/Media Studies/Business Studies.

3.4 Employment opportunities

The award is designed to introduce candidates to different areas of the business side of the music industry and to encourage further study, but may offer candidates the opportunity to work within the sector either as self-employed or as part of an organisation. It is expected that many candidates will have studied other areas of the industry, for example Sound Production, and may wish to further their knowledge of the industry to increase their employment opportunities.

It is also possible that those who are currently employed by organisations such as youth groups and voluntary organisations but may lack formal qualifications can access this award as a means of gaining formal recognition of skills and knowledge or to update their skills and knowledge to enable progression to further Continuous Professional Development or/and higher level awards.

4 Access to Group Award

Access to the NPA is at the discretion of each centre, however candidates would benefit from previous experience of a Music or Business course or Units, for instance NQ Music at SCQF levels 5 and 6.

It would be expected that candidates would have a strong interest in the business side of the music industry and it would be beneficial to have some experience of working within the industry either in the business capacity or perhaps as an entertainer or studio personnel. Those without formal qualifications may prove to have suitable experience and skills gained through work or work experience to embark on an SCQF level 6 award.

5 Group Award structure

5.1 Framework

The NPA in Music Business is a 120 hour programme of study, which equates to a minimum of three credits.

There are two mandatory Units — *Music: Promotion in the Music Industry* and *Music: An Introduction to the UK Music Industry*. One further credit is required from the optional section.

Mandatory Units				
Code	Unit title	SCQF level	SCQF credit points	SQA credit value
F8LF 12	Music: Promotion in the Music Industry	6	6	1
F58J 12	Music: An Introduction to the UK Music Industry	6	6	1

Optional Units — choose one from five				
Code	Unit title	SCQF level	SCQF credit points	SQA credit value
F8LG 12	Music: Management in the Music Industry	6	6	1
F58F 12	Creative Project	6	6	1
F58M 12	Appreciation of Music	6	6	1
F5E6 13	Music: Organising a Community-based Musical Activity	7	8	1
FT2D 12	Intellectual Property	6	6	1

The Units in the framework provide a comprehensive introduction to the knowledge and skills required by those wishing to learn more about the music industry and allow for candidates to focus on an area of personal interest by selecting one of the optional Units.

5.2 Mapping

The table below shows how the aims expressed in Section 3 map to the mandatory and optional Units as given in Section 5.

Aims	Units						
	Music: Promotion in the Music Industry	Music: An Introduction to the UK Music Industry	Music: Management in the Music Industry	Creative Project	Appreciation of Music	Music: Organising a Community-based Musical Activity	Intellectual Property
Gain an appropriate learning experience in Music Business at a non-advanced level	x	x	x	x	x	x	x
Raise an awareness and understanding of the structure of the UK music industry	x	x	x		x		x
Widen understanding of the rapid change and challenges experienced by the music industry	x	x					x
Develop a range of appropriate practical skills, knowledge and understanding relevant to contemporary Music Business practice	x			x		x	
Gain an understanding of the UK music industry and employment opportunities within it	x	x	x	x	x	x	x
Gain skills and knowledge in:							
— Music promotion	x	x	x	x	x	x	x
— Enterprise							
— Organisational skills							

National Occupational Standards

The importance of benchmarking any development with appropriate National Occupational Standards (NOS) is acknowledged and it is hoped that at some point in the future it will be possible to do so. Should NOS for Music Business be developed at a future date, at this point, as part of the SQA qualifications review cycle, the qualification may then be benchmarked against these standards.

However, Creative and Cultural Skills in its document 'Creative Blueprint Summary Scotland — The Sector Skills Agreement for the creative and cultural industries' June 2008 stated that:

Continuing Professional Development (CPD)

'Businesses and practitioners need to learn new skills and develop existing ones'

Business knowledge in creative courses

'Many industries in the sector are concerned about the lack of business knowledge and skills in creative courses and feel this should be part of the curriculum, especially when so many practitioners are self-employed or running small businesses.'

5.3 Core Skills

Entry and exit levels of Core Skills for the NPA in Music Business will be set by individual centres. There are opportunities to gather evidence within the Units which can contribute towards Core Skills. The table below highlights where each Unit can be used to generate evidence for Core Skills.

Core Skill	Developed through
Communication	Music: An Introduction to the UK Music industry Creative Project Appreciation of Music Music: Promotion in the Music Industry Music: Management in the Music Industry Music: Organising a Community-based Musical Activity Intellectual Property
Information and Communication Technology	Music: An Introduction to the UK Music industry Creative Project Appreciation of Music Intellectual Property
Problem Solving	Creative Project Music: Promotion in the Music Industry Music: Organising a Community-based Musical Activity Intellectual Property
Working with Others	Creative Project Appreciation of Music Music: Promotion in the Music Industry Music: Organising a Community-based Musical Activity Music: Management in the Music Industry

In addition to Core Skills development the NPA in Music Business offers candidates the opportunity to develop key transferable skills. The following table illustrates some of these possibilities.

Transferable Skill	Developed through
Enterprise skills	Creative Project Music: Promotion in the Music Industry Music: Management in the Music Industry Music: Organising a Community-based Musical Activity
Technology skills	Music: An Introduction to the UK Music Industry Creative Project Appreciation of Music
Employability skills	Creative Project Music: Promotion in the Music Industry Music: Management in the Music Industry Intellectual Property
Planning/evaluative skills	Creative Project Appreciation of Music Music: Promotion in the Music Industry Intellectual Property

6 Approaches to delivery and assessment

Content and context

The nature of this award allows for short course delivery and may be delivered by centres, particularly FE, as a precursor or follow-on to National Certificates in Music or Sound Production at SCQF level 6. NPAs potentially allow for entry at differing points during the academic session which could suit the FE sector where delivering centres may be operating on 2 or 3 semester systems.

Alternatively, centres may wish to develop a non-advanced programme where students can be entered for three NPAs throughout the academic session: NPA Music Performing, NPA Sound Production (Recording or Live) and NPA Music Business. This would allow candidates who were uncertain of which area of the music industry to focus upon for a career choice to experience concentrated exposure to elements of each of the areas, thereby informing them more fully of the nature of each area studied.

Delivery and assessment

The method of delivery of this award is at the discretion of individual centres. The structure of the National Progression Award in Music Business lends itself to highly flexible approaches to delivery. However, it is important that centres take into account:

- ◆ The individual candidate
- ◆ Required criteria laid down for progression to advanced courses
- ◆ SFC funding requirements
- ◆ Employers' needs if delivered as CPD
- ◆ Distance learning
- ◆ Part-time provision
- ◆ Entry points during the academic session
- ◆ Extended learning periods (ie over a 2 year period)
- ◆ Combined delivery styles, eg evening/half-day/distance/open learning

The assessment strategy for the NPA aims for a balanced approach where there should be equal emphasis placed upon practical activities and demonstrating knowledge and understanding through written or oral presentations. The structure of the award lends itself to a combination of practical and theoretical approaches to assessment. Integration of assessments for Units will provide the candidates with a more meaningful learning experience and will promote a greater understanding of the overall subject area and how Units are related to each other and the greater music industry itself.

If assessments for Units are integrated, evidence produced for one area may contribute towards achieving another area. An example of this may be where the student opts to promote a gig as part of the *Creative Project* Unit. It is possible that this evidence could contribute towards assessment for the Unit *Music: Promotion in the Music Industry*. Outcomes 2 and 3 of the *Music: Promotion in the Music Industry* Unit may also contribute towards *Music: Organising a Community-based Musical Activity*.

Each Unit specification contains further assessment information, guidance and advice on delivery and outlines the key evidence required for assessment purposes. In addition, most Units have SQA developed Assessment Support Packs (ASPs) available for use by centres delivering the award. These ASPs provide sample assessment material including an instrument of assessment, specified briefs and checklists. Centres wishing to develop their own assessments should refer to the ASPs to ensure a comparable standard.

Please refer to Appendix C for assessment mapping.

Open learning

Open learning may be feasible for some Outcomes within some Units and in some cases for whole Units, however an emphasis is placed upon practical activities where possible for assessment purposes. Practical and hands-on activities and specific project-based work can reinforce much of the learning process and, where possible, centres should integrate assessment of Units. For example, in many circumstances it will be possible to gather evidence for *Music: Promotion in the Music Industry* through practical activities undertaken for *Creative Project*. This may constrain opportunities for distance learning where candidate evidence produced outwith supervised conditions is difficult to substantiate. Centres may, however, find it possible to develop solutions for all or parts of some Units provided all Evidence Requirements are met in full for verification purposes.

7 General information for centres

Disabled candidates and/or those with additional support needs

The additional support needs of individual candidates should be taken into account when planning learning experiences, selecting assessment instruments, or considering whether any reasonable adjustments may be required. Further advice can be found on our website www.sqa.org.uk/assessmentarrangements.

Internal and external verification

All instruments of assessment used within this Group Award 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 and Quality Assurance for Colleges of Further Education (www.sqa.org.uk).

8 General information for candidates

The National Progression Award in Music Business at SCQF level 6 will give you a platform which will allow you to progress into potential employment or further education; this could include progressing onto a National Certificate, HNC/D programme or degree. It will also give you a set of starter skills which could enable you to work within the music industry

The NPA in Music Business contains three Units. Two of these Units are mandatory and one other Unit must be chosen from those offered by your centre. To achieve the award you must pass the three Units.

The course will focus on several different aspects of the music industry:

- ◆ The structure of the UK music industry and how it works
- ◆ Promotion within the music industry

and/or

- ◆ Understanding genres/styles of music
- ◆ Creative project/personal interest
- ◆ Management in the music industry
- ◆ Organising a community music event
- ◆ Copyright and intellectual property

Units are assessed and evidence will be obtained through a combination of practical work and written/oral submissions.

Throughout the programme there will be the opportunity for you to focus on areas of interest to you. You will be able to develop, expand and demonstrate other skills such as employability, entrepreneurship, citizenship and organisational skills. It may also be possible to achieve Core Skills or Core Skills components.

There are no specific entry requirements for the National Progression Award in Music Business. However, it would be beneficial if you have studied a Music, Sound Production or Business Course or Units or if you have some experience of working in the music business.

9 Glossary of terms

SCQF: This stands for the Scottish Credit and Qualifications Framework, which is a new way of speaking about qualifications and how they inter-relate. We use SCQF terminology throughout this guide to refer to credits and levels. For further information on the SCQF visit the SCQF website at www.scqf.org.uk

SCQF credit points: One SCQF credit point equates to 10 hours of learning. NQ Units at SCQF levels 2–6 are worth 6 SCQF credit points, NQ Units at level 7 are worth 8 SCQF points.

SCQF levels: The SCQF covers 12 levels of learning. 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.

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

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

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

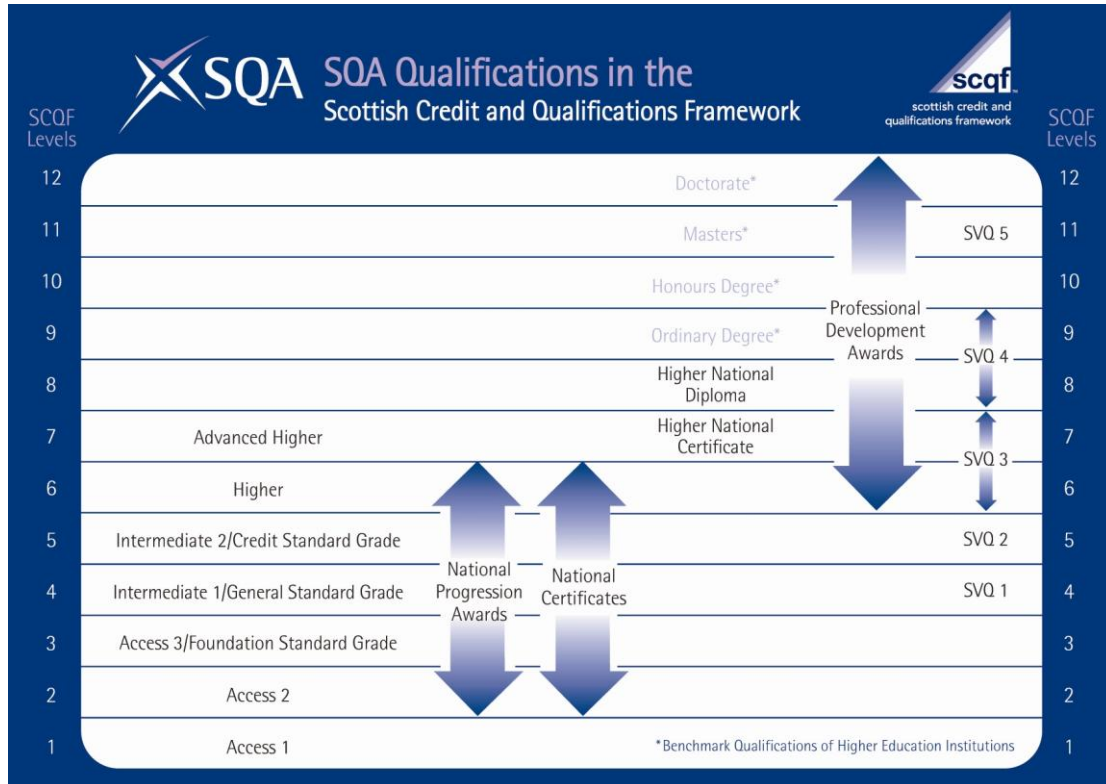
Qualification Design Team: The QDT works in conjunction with a Qualification Manager/Development Manager to steer the development of the National Certificate/National Progression Award from its inception/revision through to validation. The group is made up of key stakeholders representing the interests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

Consortium-devised National Certificates/National Progression Awards are those developments or revisions undertaken by a group of centres in partnership with SQA.

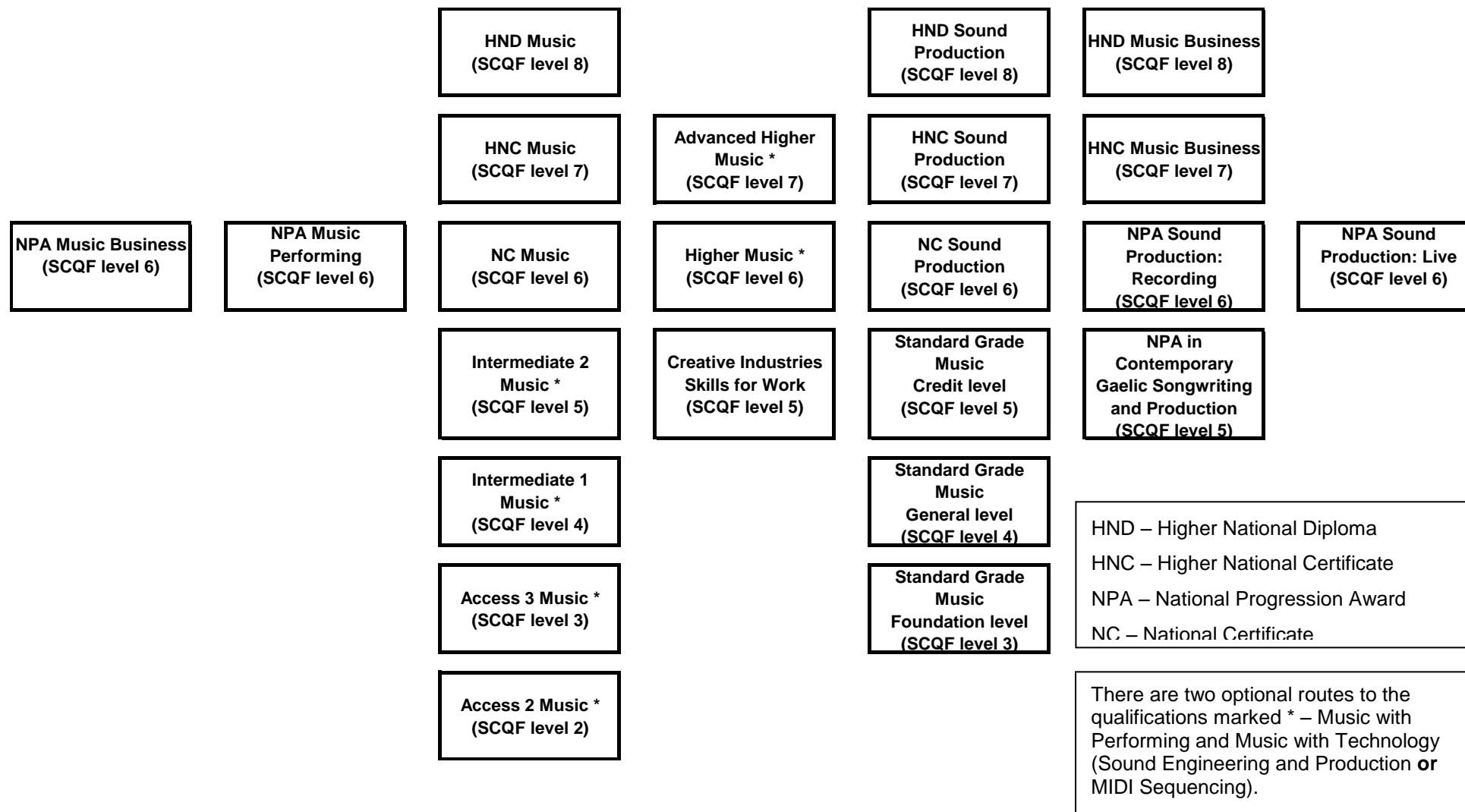
10 Appendices

Appendix A: SCQF Ready Reckoner
Appendix B: Music Qualifications Map
Appendix C: Assessment Mapping

Appendix A: SCQF Ready Reckoner



Appendix B: Music Qualifications Map



Appendix C: Assessment mapping

Mandatory Units	SCQF level	SCQF credit points	Outcomes	Assessment evidence
Music: Promotion in the Music Industry	6	6	1 Describe promotion in the music industry.	Written and/or oral evidence
			2 Produce a plan to promote a music product or service to a given brief.	Written and/or oral evidence
			3 Produce a selection of promotional materials for a music product or service to a given brief.	Product evidence
Music: An Introduction to the UK Music Industry	6	6	1 Explain the function of, and relationship between, key organisations within the UK music industry.	Written and/or oral evidence
			2 Describe a range of employment opportunities within the UK music industry.	Written and/or oral evidence
			3 Investigate the impact of key legislation on the UK music industry.	Written and/or oral evidence

Appendix C: Assessment mapping (cont)

Optional Units	SCQF level	SCQF credit points	Outcomes	Assessment evidence
Candidates can choose any 1 of the 5 optional units				
Music: Management in the Music Industry	6	6	1 Explain the basic concept of management within the music industry.	Written and/or oral evidence
			2 Describe the role that artist managers play within the music industry.	Written and/or oral evidence
			3 Investigate a productive artist — manager relationship within the music industry.	Written and/or oral evidence
Creative Project	6	6	1 Produce a plan for a creative project from a given brief.	Written and/or oral evidence
			2 Implement the creative project plan.	Product evidence, checklist and logbook
			3 Evaluate the completed creative project.	Written and/or oral evidence
Appreciation of Music	6	6	1 Investigate the key musical features of, and the key contributors to, a variety of music genres.	Written and/or oral evidence
			2 Investigate the distinguishing musical features, background and a key contributor to a music genre.	Written and/or oral evidence
Music: Organising a Community-based Musical Activity	7	8	1 Investigate a range of community-based musical activities.	Written and/or oral evidence
			2 Produce a plan for a community-based musical activity.	Written and/or oral evidence
			3 Implement the plan and evaluate the community-based musical activity.	Performance evidence and checklist

Intellectual Property	6	6	1 Demonstrate knowledge and understanding of intellectual property.	Written and/or oral evidence
			2 Demonstrate an understanding of fundamental copyright legislation.	Written and/or oral evidence
			3 Investigate an infringement of a copyright work.	Written and/or oral evidence
			4 Investigate examples of intellectual property.	Written and/or oral evidence