



August 2021

Subject guidance for internally assessed qualifications in 2021–22

Please read this document in conjunction with guidance for the assessment of internally assessed qualifications issued to centres in August 2021.

Group award titles:	HNC Practical Journalism with Shorthand
Group award codes:	GP1N 15 G8L1 15

Units and/or outcomes where conditions of assessment can or cannot be altered

All units should be completed following local authority guidance.

The mandatory units and optional units should be completed as set out in the unit specifications. Where this is not possible, the guidance below explains adaptations to assessment for some units.

Higher National Units

Centres can use the flexibilities that were introduced by SQA in August 2021, including integrating assessment and changing closed-book assessments to open-book assessments.

Please refer to the document, *Supporting the delivery, assessment and verification of SQA units, session 2021–22: Information and guidance for centres* published in August 2021.

Graded units

The need to complete the assessment of graded units (exam-based and project-based) in HNC, HND and SQA Advanced Qualifications for session 2021–22 was removed.

Please refer to the document, *Guidance on gathering key evidence for Higher National Graded Units in session 2021–22*.

Adaptations to evidence requirements to help manage assessment

Rationale

The following adaptations will help maximise time available for learning and teaching, ensure that the validity and integrity of the HNC in Practical Journalism with Shorthand is maintained and help to ensure the safety of lecturers and learners.

Journalism: News Writing (J128 34)

Outcome 4 can be assessed in outcomes 3 and 5.

Outcome 3 can be adapted to remove the picture caption assessment. This should be replaced with two press releases, with one press release and one story to be sourced by the learner.

Radio Production 1: Analysing and Producing Radio Programmes (D7M2 34)

Outcome 2

Video conferencing, such as Microsoft Teams or Zoom, can be used as a communication tool for production meetings, working as a team, and assessing 'as live' recordings.

Where access to specialist software is limited, learners can use alternative (free) software that has been agreed with their lecturer/assessor.

Sound quality is assessed in terms of consistency of levels, effective editing and no more than three seconds of dead air.

Radio Production 2: Producing Programmes in a Range of Styles (D7XP 35)

Outcomes 1 and 2

Video conferencing, such as Microsoft Teams or Zoom, can be used as a communication tool for production meetings, working as a team, and assessing 'as live' recordings.

Where access to specialist software is limited, learners can use alternative (free) software that has been agreed with their lecturer/assessor.

Learners will have been able to demonstrate the relevant skills of producing, presenting, recording, and editing across a variety of programmes.

Camera: An Introduction (H4A3 34)

Where access to specialist equipment is limited, learners can use mobile phone apps to demonstrate an understanding of camera controls and functions to achieve creative visual control.

Editing: An Introduction (H4A6 34)

Where access to specialist software is limited, learners can use alternative (free) software that has been agreed with their lecturer/assessor.

Digital Journalism (J121 35)

Outcome 1

The unit does not specify who should be interviewed. Learners could interview a family member or someone in their bubble, perhaps about lockdown or other COVID-related issues. Other news items can be covered, for example the recent snowfall or businesses closing down.

Learners can carry out interviews using video conferencing (Zoom or Microsoft Teams, for example) and include videos of these interviews in their packages.

Learners could take cut-away shots when they are out for their daily exercise or if they have to go out to their workplace.

An interview must show the interviewee and should not just be an audio interview.

If using video conferencing is not possible, learners can email questions to their contributor, who could record a video of themselves answering. The contributor must be visible on the video recording. The contributor could use email or a file-sharing site to send their video to the learner.

Work Placement (HJ4W 34)

Please refer to the subject guidance for internally-assessed qualifications in 2021–22 web page for additional guidance.

Photography

Access to equipment

Access to technical equipment will be problematic for many learners. To enhance flexibility, learners can use smart phone and/or tablet cameras and their associated apps in place of DSLR cameras.

If learners are unable to access a photography studio due to COVID-19 restrictions, alternative space and/or equipment can be used. For example, a studio flash can be replaced with domestic lighting. Also, a simple studio space can be replicated at home if necessary. Further advice on alternatives will be available shortly.

Printing images

A key challenge for all learners will be access to printing facilities. Access to college printing facilities is likely to be limited and many commercial printers may be closed or unavailable. Producing a professionally printed portfolio will, therefore, be problematic if not impossible for many learners in session 2021–22. Some learners may have printers at home (but this is unlikely to be the case for all) and the quality of printers will vary.

Set against this context, digitally produced images, online presentations and online portfolios will be acceptable.

Photography: Photojournalism (DW8A 35)

This unit can be delivered offsite using a virtual learning environment and lecturer online support.

Photography: Image Editing (H37X 34)

This unit can be delivered offsite using a virtual learning environment and lecturer online support.

If you have any questions, please contact qualification.development@sqa.org.uk.