

Next Generation Higher National Unit Specification

Television Planning and Production (SCQF level 7)

Unit code: J5MF 47
SCQF level: 7 (8 SCQF credit points)
Valid from: session 2024 to 2025

This unit specification provides detailed information about the unit to ensure consistent and transparent assessment year on year. It is for lecturers and assessors and contains all the mandatory information you need to deliver and assess the unit.

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This edition: April 2024 (version 1.0)

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Unit purpose

This unit helps learners to understand the overall production process, and develop the key organisational and planning skills they need for television programme production.

Entry is at your centre's discretion. Learners should have completed a relevant group award at SCQF level 6 or above, or have an equivalent qualification or work experience, before starting the unit.

On completion of the unit, learners may progress to further study or trainee positions in the television industry.

Unit outcomes

Learners who complete this unit can:

- 1 analyse types of television programmes
- 2 plan for a production
- 3 work as a member of a production team

Evidence requirements

Learners must demonstrate their knowledge and skills by:

- ◆ analysing television programmes, by:
 - identifying the genre
 - outlining the content
 - demonstrating an understanding of the factors influencing content and style
 - explaining the relationship between the needs of the audience and the style of the programme
- ◆ developing a treatment, proposal, shot list and/or storyboard, and schedule for a proposed programme
- ◆ communicating effectively with others during all stages of the production
- ◆ keeping appropriate records and documentation

Grading

This unit contributes to learners' overall final grades.

Knowledge and skills

Knowledge	Skills
<p>Learners should understand:</p> <ul style="list-style-type: none">◆ methods of determining market requirements for television programmes◆ content, style and presentation of a range of television programmes◆ the concept of target audience◆ the needs of television audiences and how to meet them◆ record keeping◆ health and safety requirements	<p>Learners can:</p> <ul style="list-style-type: none">◆ write a treatment◆ write a script◆ prepare shot lists and storyboards◆ contribute to a production schedule◆ demonstrate technical skills◆ organise and plan◆ work as a team◆ communicate effectively◆ negotiate with others

Meta-skills

You must give learners opportunities to develop their meta-skills throughout this unit. We've suggested how to incorporate the most relevant ones into the unit content, but you may find other opportunities.

Self-management

This includes focusing, integrity, adapting and initiative. The most relevant is:

- ◆ Focusing:
 - paying attention to detail when planning and developing scripts, storyboards and related documents

Social intelligence

This includes communicating, feeling, collaborating and leading. The most relevant is:

- ◆ Collaborating:
 - maintaining professional working relationships with members of the production team

Innovation

This includes curiosity, creativity, sense-making and critical thinking. The most relevant are:

- ◆ Creativity:
 - problem solving
 - proposing ideas
 - working with the resources available
 - meeting the needs of the target audience
- ◆ Sense-making and critical thinking:
 - analysing and evaluating television programmes and understanding the needs of television audiences

Literacies

This unit provides opportunities to develop the following literacies.

Communication

Learners convey information, ideas and opinions accurately, coherently and succinctly, using appropriate vocabulary.

Digital

Learners use digital tools to research, develop and plan programme ideas.

Learning for Sustainability

Throughout this unit, you should encourage learners to develop their skills, knowledge and understanding of sustainability.

This includes:

- ◆ a general understanding of social, economic and environmental sustainability
- ◆ a general understanding of the United Nations Sustainable Development Goals (SDGs)
- ◆ a deeper understanding of subject-specific sustainability
- ◆ the confidence to apply the skills, knowledge, understanding and values they develop in the next stage of their life

Delivery of unit

You can deliver and assess this unit alongside Television Programme Production at SCQF level 7, Television Technical Production at SCQF level 7, and selected optional units in the HNC Television qualification.

Additional guidance

The guidance in this section is not mandatory.

Content and context for this unit

Learners should develop skills of self-organisation, co-operation and communication to support a technical role.

Learners should have some understanding of techniques to establish the needs of an audience, including awareness of the role of bodies such as Barb.

As learners view and evaluate a range of programmes, you should stress the need to analyse and meet the requirements of an audience. Group discussions on successful current programmes are useful aids to critical evaluation.

The approach to generating evidence should follow current industrial practice as closely as possible. You should use examples of pre-production documents, such as proposals, scripts and schedules, to demonstrate that, although there are variations in format, certain functions and characteristics are standard. You should encourage learners to contribute to the critical evaluation of proposals and scripts.

Learners should produce and present proposals for television programmes that will attract and interest a range of audiences. Proposals and scripts should both 'tell' and 'sell'.

Approaches to assessment

You assess learners on their presentation of a proposal for a television programme, and their records and documentation. This should include a treatment, shot list and/or storyboard, and schedule.

Equality and inclusion

This unit is designed to be as fair and as accessible as possible with no unnecessary barriers to learning or assessment.

You should consider the needs of individual learners when planning learning experiences, selecting assessment methods or considering alternative evidence.

Guidance on assessment arrangements for disabled learners and those with additional support needs is available on the [assessment arrangements web page](#).

Information for learners

Television Planning and Production (SCQF level 7)

This information explains:

- ◆ what the unit is about
- ◆ what you should know or be able to do before you start
- ◆ what you need to do during the unit
- ◆ opportunities for further learning and employment

Unit information

This unit helps you to understand the overall production process, and develop the key organisational and planning skills you need for programme production.

Entry is at your centre's discretion. We recommend that you have completed a relevant group award at SCQF level 6 or above, or have an equivalent qualification or work experience, before starting the unit.

You learn about:

- ◆ key stages of production
- ◆ pre-production, including planning and preparation
- ◆ recording decisions, actions and information

On completion of the unit, you should be able to:

- 1 analyse types of television programmes
- 2 plan a production
- 3 work as a member of a production team

You are assessed on your presentation of a proposal for a television programme, and your records and documentation. This should include a treatment, shot list and/or storyboard, and schedule. This involves developing ideas and working with others.

You may progress to further study or a trainee position in the television industry.

Meta-skills

Throughout this unit, you develop meta-skills for the television sector.

Meta-skills are transferable behaviours and abilities that help you adapt and succeed in life, study and work. There are three categories of meta-skills: self-management, social intelligence and innovation.

Self-management

This meta-skill includes:

- ◆ Focusing:
 - paying attention to detail when planning and developing scripts, storyboards and related documents

Social intelligence

This meta-skill includes:

- ◆ Collaborating:
 - maintaining professional working relationships with members of the production team

Innovation

This meta-skill includes:

- ◆ Creativity:
 - problem solving
 - proposing ideas
 - working with the resources available
 - meeting the needs of the target audience
- ◆ Sense-making and critical thinking:
 - analysing and evaluating television programmes and understanding the needs of television audiences

Grading

This unit contributes to your overall final grade.

Learning for Sustainability

Throughout this unit, you develop skills, knowledge and understanding of sustainability.

You learn about social, economic and environmental sustainability principles and how they relate to the television sector. You also develop an understanding of the [United Nations Sustainable Development Goals](#).

Administrative information

Published: April 2024 (version 1.0)

Superclass: KJ

History of changes

Version	Description of change	Date

Note: please check [SQA's website](#) to ensure you are using the most up-to-date version of this document.

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