

# Next Generation Higher National Grading Pack

# **Higher National Certificate in Television**

**Qualification code:** GT1L 47

Valid from: session 2024 to 2025

This grading information provides information about the process of grading the Higher National Certificate (HNC). It is for lecturers and assessors and contains all the mandatory information you need to grade the HNC.

You must read it alongside the Educator Guide.

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This edition: April 2024 (version 1.0)

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# Approach to grading

Grading in Next Generation: Higher National (NextGen: HN) Qualifications produces a valid and reliable record of a learner's level of achievement across the breadth of the qualification content.

As well as grading the whole qualification, you assess individual units on a pass or fail basis. Each unit has evidence requirements that learners must achieve before you can consider them for whole-qualification grading.

#### Whole-qualification grade outcomes

Learners who pass NextGen: HN Qualifications receive one of the following grade outcomes for the qualification as a whole:

- Achieved with Distinction
- Achieved with Merit
- ♦ Achieved

To determine a learner's whole-qualification grade, you use the grading matrix to assess and judge their performance across the key aspects of the HNC. You must align your judgements with the following whole-qualification grade descriptors.

#### Whole-qualification grade descriptors

#### **Achieved with Distinction**

The learner has achieved an excellent standard across the course content, going significantly beyond meeting the qualification requirements. They showed a comprehensive knowledge and understanding of course concepts and principles, and consistently used them to apply skills to complete high-quality work. They engaged significantly with the process of developing their meta-skills in the context of their HN qualification.

#### **Achieved with Merit**

The learner has achieved a very good standard across the course content, going beyond meeting the qualification requirements. They showed a very good knowledge and understanding of course concepts and principles, and consistently used them to apply skills to complete work of a standard above that expected for an Achieved grade. They actively engaged with the process of developing their meta-skills in the context of their HN qualification.

#### **Achieved**

The learner has achieved a good standard across the course content, credibly meeting the qualification requirements. They showed a good knowledge and understanding of course concepts and principles, and used them to apply skills to complete work of the required standard. They engaged with the process of developing their meta-skills in the context of their HN qualification.

# What the whole-qualification grade descriptors do and how they're used

The whole-qualification grade descriptors outline the skills, knowledge and understanding a learner needs to show across the whole qualification to achieve that specific grade. They align with the Scottish Credit and Qualifications Framework (SCQF) level descriptors.

NextGen: HNC qualifications are at SCQF level 7. Learners who complete a NextGen: HNC can:

- convey knowledge of the subject's main theories, concepts and principles
- apply skills, knowledge and understanding of the subject in relevant practical and professional contexts
- use a broad range of approaches to address problems and issues in the context of the subject area
- exercise initiative and independence in carrying out activities, and have started to develop their professional practice and behaviours relevant to the context of the qualification
- differentiate between and appropriately apply the knowledge gained through practice, research and other sources

Please use this information, as well as the whole-qualification grade descriptors, to help you understand the standard at which learners should be assessed and graded.

Higher education institutes (HEIs) can use the grade descriptors to set admissions requirements, and employers can use them to help make decisions during a recruitment process.

SQA's quality assurance teams use the grade descriptors and the grading matrix to ensure that grades awarded in a particular NextGen: HN Qualification are at a consistent national standard, regardless of the setting in which they are achieved.

Successful learners receive their grade, along with the grade descriptor, on their certificate.

# Using the grading matrix

You must use the grading matrix to judge the learner's whole-qualification grade. You can use the grading matrix at any time, but you only make a whole-qualification grading judgement when you're confident the learner has met all the evidence requirements of all the required units.

The criteria in the grading matrix reflect the knowledge, skills and qualities HEIs and employers can expect of a learner who has completed the qualification. These criteria align with the overall purpose of the qualification, and remain the same for its duration.

Each criterion has sector-specific descriptors of a typical learner's performance standard, aligned to the whole-qualification grade outcomes of Achieved, Achieved with Merit and Achieved with Distinction. These descriptors describe the standard a learner of that whole-qualification grade is expected to show.

The guidance accompanying each criterion can include, but is not limited to, information on:

- relevant types of assessment that may produce useful or meaningful evidence for judging that criterion
- mapping to content that is particularly relevant to that criterion
- mapping to meta-skills

This guidance may be updated over time.

When you make your final grading judgement, you must use a 'best fit' approach based on the learner's achievement across the grading matrix. This may be straightforward — for example, if the learner's evidence shows a consistent standard across the grading matrix criteria. If it's not straightforward, you must make a 'best fit' judgement — for example, if a learner shows a mix of standards across the grading matrix criteria, with no clear pattern. The criteria may not always have equal value. You can decide some are more important to the final grade than others.

#### Meta-skills

Meta-skills are a key part of NextGen: HN Qualifications and learners can develop them throughout the qualification. A learner's engagement with developing their own meta-skills contributes to their qualification grade. You do not assess or grade competence or progress in individual meta-skills — for example, by judging the quality of a learner's feeling or creativity. Instead, you look at the process of development learners go through. This means learners need to provide evidence of planning, developing and reflecting on their meta-skills.

If qualification content also contributes to meta-skills development, it contributes to a learner's whole-qualification grading through the grading matrix approach.

# **Learning for Sustainability**

Learning for Sustainability does not contribute to a learner's qualification grade. If qualification content is also Learning for Sustainability content, it does contribute to a learner's whole-qualification grade through the grading matrix approach.

# **Grading matrix**

Criterion 1	Achieved	Merit	Distinction
Idea development and the commissioning process (sector-specific competence)	<ul> <li>demonstrates an acceptable interpretation of the project brief</li> <li>provides a satisfactorily structured proposal and uses adequate language in terms of level, accuracy and the given brief. It contains most of the relevant information but lacks detail</li> <li>demonstrates an acceptable understanding of the commissioning process</li> </ul>	<ul> <li>♦ demonstrates a competent interpretation of the project brief</li> <li>♦ provides a proposal that is clear and well-structured, and uses language that is mostly of a high standard in terms of level, accuracy and the given brief. It contains most of the relevant information and required detail</li> <li>♦ demonstrates a competent understanding of the commissioning process</li> </ul>	<ul> <li>♦ demonstrates an accurate and insightful interpretation of the project brief</li> <li>♦ provides a proposal that is clear and well-structured throughout, and uses language that is of a high standard in terms of level, accuracy and the given brief. It contains all the relevant information and sells the idea</li> <li>♦ demonstrates an in-depth understanding of the commissioning process</li> </ul>

#### Guidance

Maps to:

◆ Television: Programme Production

Criterion 2	Achieved	Merit	Distinction
Hierarchies, roles and responsibilities	The learner:	The learner:	The learner:
(sector-specific competence)	<ul> <li>demonstrates an acceptable understanding of the hierarchies, roles and responsibilities</li> </ul>	<ul> <li>demonstrates a competent understanding of the hierarchies, roles and responsibilities</li> </ul>	<ul> <li>demonstrates an in-depth understanding of the hierarchies, roles and responsibilities</li> </ul>

Maps to:

◆ Television: Programme Production

Criterion 3	Achieved	Merit	Distinction
Production workflow (sector-specific competence)	The learner:  • has an adequate understanding	The learner:  • has a competent understanding	The learner:  ♦ has an accurate and insightful
	of the workflow, and the link between selected equipment and the impact on the final product	of the workflow, and the link between selected equipment and the impact on the final product	understanding of the workflow, and the link between selected equipment and the impact on the final product

Maps to:

♦ Television: Technical Production

Criterion 4	Achieved	Merit	Distinction
Range of equipment and software packages (sector-specific competence)	<ul> <li>demonstrates an adequate understanding and use of equipment and software by taking on a limited number of roles</li> <li>problem solves adequately and uses appropriate creative techniques, which contribute to a final product that meets the needs of the brief</li> </ul>	<ul> <li>demonstrates a competent understanding and use of equipment and software by taking on several roles</li> <li>problem solves competently and uses appropriate creative techniques, which contribute to a final product that meets the needs of the brief</li> </ul>	★ demonstrates an in-depth understanding and use of equipment and software by taking on several roles, with variety     ★ problem solves accurately and insightfully and uses appropriate creative techniques, which contribute to a final product that meets the needs of the brief

Maps to:

♦ Television: Technical Production

— Outcomes 1, 2, 3, 4 and 5

Criterion 5	Achieved	Merit	Distinction
Data wrangling and metadata	The learner:	The learner:	The learner:
(sector-specific competence)	<ul> <li>demonstrates an adequate understanding of the role of metadata in the production workflow</li> </ul>	<ul> <li>demonstrates a competent understanding of the role of metadata in the production workflow</li> </ul>	<ul> <li>demonstrates an in-depth understanding of the role of metadata in the production workflow</li> </ul>

Maps to:

♦ Television: Technical Production

— Outcomes 1, 2, 3, 4 and 5

Criterion 6	Achieved	Merit	Distinction
Production planning (sector-specific competence)	The learner:  • contributes adequately to production planning and preparing documentation in their allocated role or roles during the production	The learner:  • contributes competently to production planning and preparing documentation in their allocated role or roles during the production	The learner:  • contributes fully to production planning and preparing documentation in their allocated role or roles during the production

Maps to:

♦ Television: Programme Production

Outcomes 2 and 3

♦ Television: Technical Production

Criterion 7	Achieved	Merit	Distinction
Health and safety (sector-specific	The learner:	The learner:	The learner:
competence)	<ul> <li>demonstrates an adequate understanding of current health and safety issues and procedures for television</li> </ul>	<ul> <li>demonstrates a competent understanding of current health and safety issues and procedures for television</li> </ul>	<ul> <li>demonstrates an in-depth understanding of current health and safety issues and procedures for television</li> </ul>
	<ul> <li>adequately understands the purpose of the risk assessment</li> </ul>	<ul> <li>competently understands the purpose of the risk assessment</li> </ul>	<ul> <li>fully understands the purpose of the risk assessment</li> </ul>
	<ul> <li>complies fully with the risk assessment</li> </ul>	<ul> <li>complies fully with the risk assessment</li> </ul>	<ul> <li>complies fully with the risk assessment</li> </ul>

Maps to:

♦ Television: Programme Production

Outcome 6

♦ Television: Technical Production

Criterion 8	Achieved	Merit	Distinction
Permissions: legal	The learner:	The learner:	The learner:
issues including intellectual property (IP), contributor and location	understanding of permissions,	<ul> <li>demonstrates a competent understanding of permissions,</li> </ul>	<ul> <li>demonstrates an in-depth understanding of permissions,</li> </ul>
permission (sector-specific competence)	including IP, and the processes required to ensure full compliance	including IP, and the processes required to ensure full compliance	including IP, and the processes required to ensure full compliance

Maps to:

♦ Television: Programme Production

Outcomes 6 and 7

Criterion 1	Achieved	Merit	Distinction
Research (academic competence)	<ul> <li>Adequately defines research tasks, and locates and selects a variety of sources</li> <li>Adequately organises and evaluates the reliability and relevance of the data</li> <li>Adequately presents the findings in the appropriate format for the production</li> <li>maintains records of the sources of information, but not consistently, and lacks some detail</li> </ul>	<ul> <li>The learner:</li> <li>competently defines research tasks, and locates and selects a variety of sources</li> <li>competently organises and evaluates the reliability and relevance of the data</li> <li>competently presents the findings in the appropriate format for the production</li> <li>maintains accurate and detailed records of the sources of information most of the time</li> </ul>	<ul> <li>The learner:</li> <li>accurately and insightfully defines research tasks, and locates and selects a variety of sources</li> <li>accurately and insightfully organises and evaluates the reliability and relevance of the data</li> <li>accurately and insightfully presents the findings in the appropriate format for the production</li> <li>consistently maintains accurate and detailed records of the sources of information</li> </ul>

Maps to:

♦ Television: Programme Production

Outcome 1

♦ Television: Technical Production

Outcomes 1 and 2

Criterion 2	Achieved	Merit	Distinction
Critical thinking (academic competence)	The learner:	The learner:	The learner:
	<ul> <li>adequately analyses, interprets or conceptually develops ideas in relation to the brief and throughout the production process</li> </ul>	◆ competently analyses, interprets or conceptually develops ideas in relation to the brief and throughout the production process	<ul> <li>insightfully and perceptively analyses, interprets or conceptually develops ideas in relation to the brief and throughout the production process</li> </ul>

Maps to:

♦ Television: Programme Production

— All outcomes

♦ Television: Technical Production

Outcomes 2 and 5

Criterion 3	Achieved	Merit	Distinction
Presentation skills	The learner:	The learner:	The learner:
(academic competence)	<ul> <li>pitches or presents ideas adequately, using language and techniques appropriate for the intended audience</li> </ul>	<ul> <li>pitches or presents ideas competently, using language and techniques appropriate for the intended audience</li> </ul>	<ul> <li>pitches or presents ideas competently and confidently, using language and techniques appropriate for the intended audience</li> </ul>

Maps to:

♦ Television: Programme Production

Criterion 4	Achieved	Merit	Distinction
Reflective practice (academic competence)	The learner:  • demonstrates an adequate ability to critically reflect on their own work and behaviours, taking on board feedback from others	The learner:  • demonstrates a competent ability to critically reflect on their own work and behaviours, taking on board feedback from others	The learner:  • demonstrates a competent and insightful ability to critically reflect on their own work and behaviours, taking on board feedback from others
	can adequately analyse and evaluate own learning and use this to support further personal development	can competently analyse and evaluate own learning and use this to support further personal development	can perceptively analyse and evaluate own learning and use this to support further personal development

Maps to:

◆ Television: Programme Production

— All outcomes

◆ Television: Technical Production

— Outcomes 1, 2, 3, 4, 5 and 6

Criterion 5	Achieved	Merit	Distinction
Academic writing (academic competence)	The learner:	The learner:	The learner:
(academic competence)	<ul> <li>demonstrates an adequate understanding of the specific features and conventions of academic writing</li> </ul>	<ul> <li>demonstrates a competent understanding of the specific features and conventions of academic writing</li> </ul>	<ul> <li>demonstrates a competent and confident understanding of the specific features and conventions of academic writing</li> </ul>

Maps to:

- ◆ Critical Analysis of Text
  - All outcomes

Criterion 1	Achieved	Merit	Distinction
Communication (competence in	The learner:	The learner:	The learner:
professional	<ul> <li>demonstrates an acceptable</li></ul>	<ul> <li>demonstrates a competent level</li></ul>	<ul> <li>demonstrates a sophisticated</li></ul>
behaviours)	level of communication skills	of communication skills	level of communication skills
	<ul> <li>uses appropriate industry</li></ul>	<ul> <li>uses appropriate industry</li></ul>	<ul> <li>uses appropriate industry</li></ul>
	terminology adequately	terminology competently	terminology fluently

Maps to:

◆ Television: Programme Production

— Outcomes 1, 2, 3, 4 and 5

♦ Television: Technical Production

— Outcomes 2, 3, 4, 5 and 6

Criterion 2	Achieved	Merit	Distinction
Ethics (competence in	The learner:	The learner:	The learner:
professional behaviours)	<ul> <li>demonstrates an adequate understanding of ethical considerations required in television</li> </ul>	<ul> <li>demonstrates a competent understanding of ethical considerations required in television</li> </ul>	<ul> <li>demonstrates an accurate and insightful understanding of ethical considerations required in television</li> </ul>

Maps to:

◆ Television: Programme Production

Outcomes 1 and 6

♦ Television: Technical Production

Outcomes 4 and 5

Criterion 3	Achieved	Merit	Distinction
Working with others (competence in	The learner:	The learner:	The learner:
professional behaviours)	<ul> <li>adequately demonstrates a professional approach when working with others to achieve a shared goal</li> </ul>	<ul> <li>competently demonstrates a professional approach when working with others to achieve a shared goal</li> </ul>	<ul> <li>competently and consistently demonstrates a professional approach when working with others to achieve a shared goal</li> </ul>

Maps to:

♦ Television: Programme Production

All outcomes

♦ Television: Technical Production

— Outcomes 2, 3, 4, 5 and 6

Criterion 4	Achieved	Merit	Distinction
Problem solving (competence in	The learner:	The learner:	The learner:
professional behaviours)	<ul> <li>can adequately define the problem and contribute to generating practical solutions that sometimes relate to resources and time available</li> </ul>	<ul> <li>can competently define the problem and contribute to generating practical solutions that relate to resources and time available</li> </ul>	<ul> <li>can accurately define the problem and contribute to generating practical solutions that relate to resources and time available</li> </ul>

Maps to:

♦ Television: Programme Production

— All outcomes

♦ Television: Technical Production

Outcomes 2, 3, 4 and 5

Criterion 5	Achieved	Merit	Distinction
Initiative (competence in professional behaviours)	<ul> <li>The learner:</li> <li>adequately reads a situation and understands when and how to propose new plans, solutions or ideas</li> <li>proposes adequate plans, solutions and ideas that are practical and support the production</li> </ul>	<ul> <li>The learner:</li> <li>competently reads a situation and understands when and how to propose new plans, solutions or ideas</li> <li>proposes competent plans, solutions and ideas that are practical and support the production</li> </ul>	The learner:  ◆ competently and insightfully reads a situation and understands when and how to propose new plans, solutions or ideas  ◆ proposes competent and insightful plans, solutions and ideas that are practical and support the production

Maps to:

◆ Television: Programme Production

— All outcomes

♦ Television: Technical Production

Outcomes 2, 3, 4 and 5

Criterion 6	Achieved	Merit	Distinction
Timekeeping (competence in professional	The learner:  • submits work but misses some	The learner:  • meets most key deadlines	The learner:  • meets all key deadlines
behaviours)	<ul><li>deadlines</li><li>sometimes arrives on time for related production activities</li></ul>	<ul> <li>mostly arrives on time for related production activities</li> </ul>	<ul> <li>is reliable and arrives on time for related production activities</li> </ul>

Maps to:

◆ Television: Programme Production

Outcomes 2, 3, 4 and 5

♦ Television: Technical Production

Outcomes 2, 3, 4 and 5

Criterion 7	Achieved	Merit	Distinction
Freelance fundamentals (competence in professional	The learner:  • demonstrates an acceptable	The learner:  • demonstrates a competent	The learner:  • demonstrates a highly accurate
behaviours)	interpretation of issues pertaining to employability and enterprise in the television sector	interpretation of issues pertaining to employability and enterprise in the television sector	and insightful interpretation of issues pertaining to employability and enterprise in the television sector

Maps to:

♦ Television: Programme Production

Outcome 8

♦ Television: Technical Production

Outcomes 2 and 4

Criterion 8	Achieved	Merit	Distinction
Develop meta-skills (competence in professional behaviours)	The learner adequately engages with the process of meta-skills development in the context of the qualification by:  • carrying out self-assessment of meta-skills, giving reasons for ratings or judgements made • setting clear and measurable goals plus action strategies to develop meta-skills in all three categories • using reflective practice strategies to track progress and analyse the links between	The learner demonstrates a clear commitment to the process of meta-skills development in the context of the qualification by:  • carrying out self-assessment of meta-skills, giving some insightful reasons for ratings or judgements made • setting clear and measurable goals plus action strategies to develop meta-skills in all three categories • using reflective practice strategies to track progress and	The learner demonstrates a strong commitment to the process of meta-skills development in the context of the qualification by:  • carrying out self-assessment of meta-skills, giving some insightful reasons for ratings or judgements made  • setting clear and measurable goals plus action strategies to develop meta-skills in all three categories, and updating these as required  • using reflective practice
	course activities, experiences, and meta-skills development	demonstrate some insight into the impact of their course activities and experiences on their meta-skills development	strategies very effectively to track progress and demonstrate insight into the impact of their course activities and experiences on their meta-skills development

Maps to all units.

You must refer to the meta-skills assessment guidance when grading meta-skills. This guidance provides detailed expectations of learners' engagement with meta-skills in the context of HNC Television.

You are not grading learners' competence in individual meta-skills, for example the quality of their feeling or creativity. It is the process of development that they go through — their planning, developing and reflecting — that should be evidenced and assessed.

# Additional grading guidance

The guidance in this section is not mandatory.

#### **Grading model**

HNC Television develops learners' understanding of the wider television industry. In the industry, learners (even after completing a degree) are likely to start in entry-level roles, for example as a runner, researcher or assistant. The Drama Consultation Panel states that camera trainees should understand that it may be 10 years before they operate a camera on a high-end drama.

The mandatory units deliver a solid grounding in the technical, creative and logistical processes and roles involved in making television content.

Selected optional units support learners to develop the skills and knowledge they need to meet industry or local requirements. They also add flexibility to the HNC.

Grading is based on a profiling and key competency model that gives a wider picture of learners' achievements. Learners are graded against the following three categories of performance:

- ♦ sector-specific competence
  - the ability to carry out creative, technical or craft tasks
- ♦ academic competence
  - the ability to research and analyse
  - critical thinking
  - developing ideas
  - creative problem solving
- competence in professional behaviours
  - demonstrating an understanding of industry, roles and etiquette
  - communicating in a television environment
  - teamwork
  - timekeeping

The purpose of the grading model is to:

- highlight learners' strengths in specific competencies required in television production
- give a more accurate picture of learners' achievements in relation to the specific aims of the qualification, reflecting relevant skills, knowledge and professional behaviours
- motivate learners throughout the duration of the academic session
- differentiate learners' levels of achievement for employers and entry to higher education

#### HNC Television learner profile: table of competence and grade

Project or role	Sector-specific	Academic	Professional behaviours
1			
2			
3			
4			
Aggregate score across all projects			

#### Overall grade:

#### Worked example of grading model

#### HNC Television learner profile: table of competence and grade

Project or role	Sector-specific	Academic	Professional behaviours
3-minute project	Merit	Achieved	Achieved
Factual project	Distinction	Merit	Merit
Multi-camera project	Merit	Merit	Distinction
Work experience	Merit	Merit	Distinction
Aggregate score across all projects	Merit	Merit	Distinction

**Overall grade: Achieved with Merit** 

#### **Grading and assessment**

You should decide the number of projects HNC Television delivers locally. We expect that there will be a minimum of three projects.

Grading is continuous throughout the academic session, rather than end loaded. You can track progress and review it at regular intervals.

Grading is based across all 15 credits delivered in the qualification.

Delivery teams are responsible for agreeing levels for individual learners. You should do this based on learner, peer, lecturer and industry feedback on the learner evidence generated through carrying out projects and assessments during the full academic session.

The criteria statements in the grading matrix support a standardised and simplified approach to grading.

#### **Administrative information**

**Published:** April 2024 (version 1.0)

#### **History of changes**

Version	Description of change	Date

Please check <u>SQA's website</u> to ensure you're using the most up-to-date version of this information, and check SQA's APS Navigator to ensure you're using the most up-to-date qualification structure.

If a unit is revised:

- no new centres can be approved to offer the previous version of the unit
- centres should only enter learners for the previous version of the unit if they can complete it before its finish date

For more information on NextGen: HN Qualifications please email <a href="mailto:nextgen@sqa.org.uk">nextgen@sqa.org.uk</a>.

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