

Section 1:

Qualification Overview

Qualification Accreditation Number 500/1322/1
NCFE Level 1 Introductory Award in Radio Production

Qualification Accreditation Number 500/1319/1
NCFE Level 1 Award in Radio Production

Qualification Accreditation Number 500/1337/3
NCFE Level 1 Certificate in Radio Production

Qualification Accreditation Number 500/1318/X
NCFE Level 1 Extended Certificate in Radio Production

Qualification Accreditation Number 500/1320/8
NCFE Level 1 Diploma in Radio Production

Qualification Accreditation Number 500/1321/X
NCFE Level 1 Extended Diploma in Radio Production

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Introduction

The Level 1 Radio Production suite is designed to provide centres with a range of qualifications which meet the needs of learners. The qualifications vary from a 30 guided learning hours (GLH) taster to a 360 GLH diploma. The qualifications share common units so that learners can progress within the suite by developing further skills and knowledge. The qualifications provide an introduction to radio production and the recording process. They provide a structure and opportunity for learners to produce a final recording using basic radio production skills through practical work to develop creative skills. As a Level 1 qualification the content is focused on developing creative individuals within a context which inspires them.

Education at this level is important to ensure that people start to develop the appropriate skills and attributes for learning and employability (for more information from the Sector Skills Councils please see www.skillset.org).

The following qualifications have been accredited by the qualifications regulators for England, Wales and Northern Ireland¹ and are part of the National Qualifications Framework (NQF).

- NCFE Level 1 Introductory Award in Radio Production
- NCFE Level 1 Award in Radio Production
- NCFE Level 1 Certificate in Radio Production
- NCFE Level 1 Extended Certificate in Radio Production
- NCFE Level 1 Diploma in Radio Production
- NCFE Level 1 Extended Diploma in Radio Production

Listed below, for each qualification are the Qualification Accreditation Number (QCA) Learning Aim Code (LSC) and Guided Learning Hour (GLH):

NCFE Level 1 Introductory Award in Radio Production

QCA: 500/1322/1 LSC: 50013221 GLH: 30

NCFE Level 1 Award in Radio Production

QCA: 500/1319/1 LSC: 50013191 GLH: 90

NCFE Level 1 Certificate in Radio Production

QCA: 500/1337/3 LSC: 50013373 GLH: 150

NCFE Level 1 Extended Certificate in Radio Production

QCA: 500/1318/X LSC: 5001318X GLH: 180

NCFE Level 1 Diploma in Radio Production

QCA: 500/1320/8 LSC: 50013208 GLH: 240

NCFE Level 1 Extended Diploma in Radio Production

QCA: 500/1321/X LSC: 5001321X GLH: 360

¹The qualifications regulators ('the regulators') are Ofqual in England, DCELLS in Wales and CCEA in Northern Ireland.

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The Qualification Accreditation Numbers demonstrate that these qualifications are accredited by QCA. They are fundable under the Learning and Skills Act 2000 under Sections 96 and 97.

For further guidance on funding, please contact your local Learning and Skills Council.

NQF Level: 1

Assessment requirements: Internally assessed and externally moderated portfolio

If learners wish to progress within the suite, the achievement of this unit is recognised by NCFE in the other Level 1 Radio Production qualifications in this suite. When learners achieve a unit from the suite of Level 1 Radio Production it can be carried over and recognised by any of the other 5 qualifications. **Centres are required to indicate learners' prior achievements when submitting the Certificate Claim Form (Form C) to NCFE.**

NCFE Level 1 Introductory Award in Radio Production

The qualification consists of **one** unit, either:

■ Unit 01 Plan and produce recording

or

■ Unit 02 Understand and use studio/broadcast technology

NCFE Level 1 Introductory Award in Radio Production (30 GLH)

Learners must successfully complete one unit to be awarded the NCFE Level 1 Introductory Award in Radio Production.

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NCFE Level 1 Award; Certificate; Extended Certificate; Diploma; Extended Diploma in Radio Production

Mandatory Units

- Unit 01 Plan and produce a recording
- Unit 02 Understand and use studio/broadcast technology

Optional Units

- Unit 03 Explore employment opportunities in the radio industry
- Unit 04 Understanding sound
- Unit 05 Understand and develop microphone techniques
- Unit 06 Develop and use sound effects skills
- Unit 07 Develop mixing and mastering skills
- Unit 08 Explore music and the internet
- Unit 09 Use portable radio equipment
- Unit 10 Use audio editing tools to create a piece
- Unit 11 Understand and develop DJ skills
- Unit 12 Develop and use MC skills
- Unit 13 Develop and use radio presentation skills
- Unit 14 Create a radio jingle
- Unit 16 Develop and use radio journalism skills

Each unit is **30** Guided Learning Hours

NCFE Level 1 Award in Radio Production (90 GLH)

The qualification consists of **2** mandatory units and **one** optional unit

NCFE Level 1 Certificate in Radio Production (150 GLH)

The qualification consists of **2** mandatory units and **3** optional units

NCFE Level 1 Extended Certificate in Radio Production (180 GLH)

The qualification consists of **2** mandatory units and **4** optional units

NCFE Level 1 Diploma in Radio Production (240 GLH)

The qualification consists of **2** mandatory units and **6** optional units

NCFE Level 1 Extended Diploma in Radio Production (360 GLH)

The qualification consists of **2** mandatory units and **10** optional units

When learners achieve a unit from the suite of Level 1 Radio Production it can be carried over and recognised over any of the other 5 qualifications. **Centres are required to indicate learners' prior achievements when submitting the Certificate Claim Form (Form C) to NCFE.**

Learning outcomes for each unit are provided in Section 3 (page 15).

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Accreditation and Certification End Dates

All qualifications on the NQF have accreditation and certification end dates which are set by the regulators to ensure that they remain current and valid. Learner registrations may not be accepted by NCFE after the accreditation end date for a specific qualification if an extension to the accreditation is not obtained from the regulators. However, certification is allowed until the certification end date so that learners have time to complete any programme of study.

Towards the end of the accreditation period for a qualification, NCFE will undertake a review of the qualification. This will be done in collaboration with sector representatives in order to make any changes necessary to meet sector needs and reflect recent developments. Once this review process is complete NCFE will, in most cases, apply to the regulators for an extension to the accreditation period.

Information relating to changes or extensions to qualifications will be posted on the NCFE website (www.ncfe.org.uk) and sent to approved centres. To ensure that you are using the most up to date version of this Qualification Specification please check the issue date on the front cover of this document against that of the Qualification Specification on the NCFE website (www.ncfe.org.uk).

As units may be amended during the extension process, please note that transferability of achievement across the qualifications may be subject to change.

How to Give us Your Comments

If you have any suggestions to make about this qualification or would like to give us some feedback on how you have used the qualification, please email media@ncfe.org.uk and mark your email 'content review'.

Status in Wales and Northern Ireland

Currently, NCFE intends to provide its qualifications to centres in England and appropriate resources are available to produce both specifications and assessment materials for these centres. Qualification Specifications and assessment materials can be made available to centres in Northern Ireland and Wales. (NCFE is able to provide Qualification Specifications and assessment materials in the Welsh and/or Irish language where requested and appropriate).

Qualifications Overview

Aims

The qualification aims to enable learners to:

- provide an introduction to radio production/recording process and to produce a final recording using basic radio production skills
- develop an understanding of the radio production process
- provide an introduction to both the technical and performance attributes of radio production
- provide an opportunity to develop creative and technical skills
- increase awareness of the different aspects of radio production
- progress into further study both at Level 1 and above
- develop and use ICT, communication, project management, time management and team working skills

Completion of this qualification will enable learners to access further relevant programmes of study or to continue with their own personal development, at this level or above, within NCFE's proposed suite.

Target Group

This qualification provides learners with the opportunity to explore the uses of technology and provides experiences which will deepen and broaden their radio interests and skills.

The qualification is suitable for any learner wishing to:

- use studio equipment
- develop their performance skills (eg in radio presenting, DJing and MCing)
- contribute to the production of a sequence (this could be a performing role and/or technical role)
- work within a creative environment as part of a team

As the qualification develops, media skills can be used to provide applied/vocational learning experience.

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Entry Guidance

There are no specific recommended prior learning requirements for this qualification. Access to this qualification is open to all learners, however, a basic level of numeracy and literacy is required to comply with the Health and Safety and assessment aspects of the qualification.

Admittance onto a course of study remains at the discretion of the centre based upon the above criteria.

There are no restrictions on learner entry for this qualification. However, learners should be made aware that they should not register with NCFE or any other awarding body for a qualification at the same level with the same, or similar, title as this could lead to duplication. Centres should note that funding levels may be affected for those learners who undertake duplicate qualifications.

Learners may wish to take a short qualification in Level 1 Radio Production eg NCFE Level 1 Introductory Award in Radio Production, and then use these units to build up the qualification into a larger qualification eg NCFE Level 1 Diploma in Radio Production.

Please note: this process is subject to spot checks by NCFE personnel.

Resource Requirements

Although NCFE does not specify the resource requirements for this qualification, centres are expected to have appropriate equipment to allow learners to cover all of the Learning Outcomes within the chosen route.

NCFE does not specify the exact type of equipment as it is appreciated that Radio Production can be delivered through a wide range of media and equipment.

For details of staffing resources required for this qualification, please see NCFE's Occupational Competence Guidelines, available from the NCFE website (www.ncfe.org.uk) or from the Centre Support team at NCFE.

Useful websites:

Tutors may find the following websites useful for materials and resources to assist delivery:

- | | |
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| ■ Skillset (Sector Skills Council for the Audio Visual Industries) | www.skillset.org |
| ■ BBC | www.bbc.co.uk |
| ■ Channel 4 | www.channel4.com |
| ■ N.A.M.E. (National Association of Music Educators) | www.name2.org.uk |
| ■ Music Educational Council | www.mec.org.uk |
| ■ Youth Music | www.youthmusic.org.uk |
| ■ BPI (British Phonographic Industry) | www.bpi.co.uk |
| ■ ISCE (Institute of Sound and Communications Engineers) | www.isce.org.uk |
| ■ The Radio Academy | www.radioacademy.org |

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Resource Requirements (Continued)

Music downloads

The following websites provide free sound downloads which can be used as resources for the qualification:

www.fingertipsmusic.com

www.findsounds.com (search engine for audio)

www.samplenet.co.uk (good for sound effects)

Software

<http://audacity.sourceforge.net/>

www.audiolicense.net/news/2004_20_08.asp

Progression Opportunities

The NCFE Level 1 Radio Production qualifications can provide progression within the NCFE Level 1 Radio Production suite of qualifications:

- NCFE Level 1 Award in Radio Production
- NCFE Level 1 Certificate in Radio Production
- NCFE Level 1 Extended Certificate in Radio Production
- NCFE Level 1 Diploma in Radio Production
- NCFE Level 1 Extended Diploma in Radio Production

Learners who are registered on this qualification may also be interested in:

- NCFE Level 1 Certificate in Performance Skills
- NCFE Level 1 Certificate in Music Technology
- NCFE Level 1 Certificate in Interactive Media

The NCFE Level 1 Radio Production qualifications aim to provide progression towards:

- NCFE Level 2 Radio Production qualifications

For further details on other qualifications available in this sector area, see NCFE's Directory of Products and Services, or the Qualification and Curriculum Authority (QCA) website of accredited qualifications (www.accreditedqualifications.org.uk).

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Links to Skills for Life

This NCFE qualification could be used to develop learners' literacy, language and numeracy skills. The activities candidates undertake whilst completing the qualification could help prepare them for their Basic Skills test.

Section 4 (page 57) provides details of where evidence can realistically be generated for Key Skills units through this qualification. In general, the aim has been to target Level 1 Key Skills although work can be designed for other levels, depending on the needs of individual learners or groups.

Key Skills Centre Support Packs are available from the Centre Support team at NCFE. These packs contain unit specifications, tracking and guidance documents which will be invaluable to any centre running Key Skills.

Centres who are approved to run Key Skills through NCFE will receive their first copy of this pack free of charge; for additional copies, or for non-approved centres, a charge will apply. Details of these charges can be found in NCFE's Fees and Pricing document, available from the NCFE website (www.ncfe.org.uk) or from the Centre Support team at NCFE.

Links to National Occupational Standards

National Occupational Standards (NOS) describe the skills, knowledge and understanding needed to undertake a particular task or job at various levels of competence. The standards are generally owned by a Sector Skills Council (SSC) or other agency and may be developed in consultation with employers, trade unions, professional bodies and others within the relevant sector.

The Level 1 Radio Production Qualifications have been mapped against the relevant Radio Production National Occupational Standards. More detailed mapping is provided in Section 5 (page 65).

Links to Legislation

Owing to the nature of the qualification, various pieces of legislation are cited in this document. This legislation is subject to change. However, the references in this document are accurate at the time of printing. Subsequent issues of this Qualification Specification will be produced by NCFE to reflect any significant changes to legislation or recommended working practices.

To ensure that you are using the most up to date version of this Qualification Specification, please check the issue date on the front cover of this document against that of the Qualification Specification on the NCFE website (www.ncfe.org.uk).

It is the centres' responsibility to ensure that they have the appropriate broadcasting and radio licenses required to deliver these qualifications.

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Centre Approval Requirements

Centres need to apply for approval to offer this qualification before enrolling learners. If centres do not have approval, learners should be advised that certification is not available. To get approval to offer this qualification, centres need to complete and return a signed copy of the relevant approval form to the Centre Support team at NCFE. These forms are available from the NCFE website (www.ncfe.org.uk) or from the Centre Support team at NCFE.

Further information regarding the approval process is contained in NCFE's Centre Support Guide. If you have any queries regarding any part of the approval process, require assistance completing the approval form or wish to know if your centre meets the approval criteria, please contact the Centre Support team at NCFE.

Following approval, individual learner registration and certification fees are payable. Details of registration and certification fees are available on the NCFE website (www.ncfe.org.uk) or from the Centre Support team at NCFE.

Support for Centres and Learners

Information for learners:

NCFE Candidate Information Packs (CIPs) can be downloaded from the NCFE website (www.ncfe.org.uk) free of charge. Hard copies of the information can be supplied for a small charge – for further information please contact your Centre Support Assistant at NCFE. The packs contain general information about the qualification which will help learners keep track of their work. These packs are not compulsory, but, if they are not used, centres must use NCFE's Candidate Evidence Log available from the website or devise their own alternative materials.

Alternative materials produced by centres must allow learners to track their achievement against each required learning outcome and must also include the following:

- information on the contents, availability and location of NCFE's procedures and policies
- advice on support mechanisms for candidates who are experiencing difficulties with their studies
- a mechanism for Assessors and Internal Moderators to authenticate evidence submitted for, and achievement of, each unit

Assessor and Internal Moderator Training:

NCFE can provide training sessions for Assessors and Internal Moderators who may not hold the A1 and V1 (Assessment and Verification) units. For further information contact the Business Improvement team at NCFE.

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Delivery suggestions

Some examples of how these qualifications are provided below:

- Centres may consider using these qualifications alongside other related NCFE qualifications such as Level 1 or 2 Performance Skills or Level 1 or 2 Music Technology. During the Radio Production qualification(s), learners are producing performance pieces to a brief, this could be linked to the performance that learners are doing for Performance Skills. The Music Technology qualifications could be used to enhance the technical skills developed and widen the context of delivery.
- Centres could develop a project related to multiple qualifications which enable learners to achieve more than one NCFE qualification.
- Centres could deliver the qualification within a ‘business context’ eg set up a community radio station and/or create an opportunity for the learners to perform at an event which the learners have contributed to (types of performance can include VJing to DJing).
- The qualifications could be used to provide enterprise education and link to work-related learning as it can be related to a creative industry. Centres could use the qualifications to offer learners an enterprising learning environment in which they are encouraged to take the initiative and take part in an and an enterprise process which is akin to project working.
www.teachernet.gov.uk/teachingandlearning/14to19/ks4/enterpriseeducation/guidance/ provides further information.

Section 2:

Assessment and Moderation