

# BTEC Level 2 Technical Diploma in Digital Audio/Visual Production: Sample Delivery Plan

## Introduction

This document is aimed at supporting tutors and those delivering BTEC Level 2 Technical qualifications from September 2017. Clear unit planning and understanding of key deadlines are essential for a successful delivery programme. We have therefore produced two sample delivery plans showing how the BTEC Level 2 Technical Diploma in Digital Audio/Visual Production could be delivered over 12 or 6 months, highlighting assessment milestones and indicating where you can teach units holistically.

## Overview of course delivery and assessment

The **BTEC Level 2 Technical Diploma in Digital Audio/Visual Production** has 360 GLH and the TQT (total qualification time) is 480 hours. It consists of five mandatory units plus two additional units to be selected from optional group A and optional group B.

## Involving employers in the assessment/delivery

Employer involvement in the delivery and/or assessment of technical qualifications is essential. You will need to give evidence of how you have provided opportunities for all your learners to undertake meaningful activity involving employers. 'Meaningful activity' could include:

- structured work experience
- projects, exercises, tasks or assessments set with input from industry practitioners
- units with employer involvement, such as visits to industry and guest speakers
- industry practitioners operating as expert witnesses, contributing to the assessment of a learner's work.

For this qualification, employer involvement must be with employers from the TV, film, radio or other audio/visual industry in the creative digital media sector.

## Which units are assessed externally?

**Unit 5** is assessed externally. Assessment for Unit 5 takes the form of a vocational activity in which learners have to respond to a design scenario, carrying out research in order to establish an initial design concept before developing their ideas into a final outcome, with the first assessment in May 2018. Unit 5 provides the main synoptic assessment for this qualification. It is designed to take place towards the end of the programme and draws on the learning from all other units. The assessment for this unit takes the form of a practical assignment where learners are issued with a realistic scenario and compile a portfolio of evidence (see unit 5 assessment activity guidance) where the knowledge and skills gained from Units 1 to 4 are applied into a practical setting.

## Internally assessed units

**All other units** are assessed through assignments set and marked by the centre. The assessment allows learners to apply technical knowledge and demonstrate mastery of practical and technical skills through realistic tasks and activities.

## Induction

Centres are encouraged to timetable a period of induction for learners at the start of the programme. This should include information on topics such as the structure of the units, how to use an assignment brief, the importance of command words, how to work to meet deadlines, the consequences of not meeting deadlines, how to reference work and the importance of evidence submitted for assessment being independently produced, valid and authentic. Centre policies on malpractice and plagiarism should be explained.

This document focuses on providing key dates to plan around and on examples of how your course delivery could be structured, set out in the sections below:

### Section 1: Sample delivery plan – 12-month model

- A chart setting out key deliverables over a 12-month period (2 x 18-week semesters)
- Tables showing week-by-week delivery breakdown
- Rationale for the suggested plan

### Section 2: Sample delivery plan – 6-month model

- A chart setting out key deliverables over a 6-month period (one semester with 2 x 12-week teaching blocks)
- Tables showing week-by-week delivery breakdown
- Rationale for the suggested plan

Further support can be found within the relevant specification on the Pearson website (<http://qualifications.pearson.com/>).

## SECTION 1: Sample 12-month delivery plan

This plan shows how you could deliver the teaching and learning over two 18-week semesters (12 months). It is intended as guidance and is not the only possible model. You can adapt it to suit your local needs.

	SEMESTER 1		SEMESTER 2		TOTAL HOURS (GLH)		TOTAL HOURS (GLH IN CLASSROOM AND PLACEMENT)
	Unit no.	Classroom hours	Unit no.	Classroom hours	Classroom hours	Placement	
	1 Planning and Pitching a Digital Media Product	30					
	6 Lighting for Moving Image	30	2 Digital Moving Image Production	30			
	4 Digital Audio	60	3 Digital Editing for Moving Image	60			
	9 Digital Image Capture and Manipulation	60	5 Digital Production Project (Mandatory synoptic)	90			
	Total placement hours (GL and non-GL)	0	Total placement hours (GL and non-GL)	0			
<b>TOTAL HOURS PER SEMESTER</b>	<b>180</b>			<b>180</b>			
<b>PER WEEK excl. placement (18-week semester)</b>	<b>10</b>			<b>10</b>			
<b>PER WEEK incl. placement (18-week semester)</b>							

## Week-by-week breakdown over 12 months

### Key

<b>R</b>	Revision for external assessment	<b>LA</b>	Learning aim
<b>EXT</b>	External assessment	<b>WP</b>	Work placement
<b>SA</b>	Summative assessment	<b>IND</b>	Induction

### SEMESTER 1

	<b>Week 1</b>	<b>Week 2</b>	<b>Week 3</b>	<b>Week 4</b>	<b>Week 5</b>	<b>Week 6</b>	<b>Week 7</b>	<b>Week 8</b>	<b>Week 9</b>
<b>Unit 1 (5 hours for 6 weeks)</b>	IND/LA A	LA A	LA B	LA B	SA	SA			
<b>Unit 6 (5 hours for 6 weeks)</b>	IND/LA A	LA A	LA B	LA B	SA	SA			
<b>Unit 4 (5 hours for 12 weeks)</b>							LA A	LA A	LA A
<b>Unit 9 (5 hours for 12 weeks)</b>							LA A	LA A	LA A

## SEMESTER 1 (CONT.)

	Week 10	Week 11	Week 12	Week 13	Week 14	Week 15	Week 16	Week 17	Week 18
<b>Unit 1</b>									
<b>Unit 6</b>									
<b>Unit 4 (5 hours for 12 weeks)</b>	LA B	LA B	LA B	LA C	LA C	LA C	SA	SA	SA
<b>Unit 9 (5 hours for 12 weeks)</b>	LA B	LA B	LA B	LA C	LA C	LA C/SA	SA	SA	SA

## Key

<b>R</b>	Revision for external assessment	<b>LA</b>	Learning aim
<b>EXT</b>	External assessment	<b>WP</b>	Work placement
<b>SA</b>	Summative assessment	<b>IND</b>	Induction

## SEMESTER 2

	<b>Week 1</b>	<b>Week 2</b>	<b>Week 3</b>	<b>Week 4</b>	<b>Week 5</b>	<b>Week 6</b>	<b>Week 7</b>	<b>Week 8</b>	<b>Week 9</b>
<b>Unit 2 (5 hours a week for 6 weeks)</b>	LA A	LA A	LA B	LA B	SA	SA			
<b>Unit 3 (5 hours a week for 12 weeks)</b>							LA A	LA A	LA B
<b>Unit 5 – (5 hours for 18 weeks)</b>	LA A	LA A	LA A	LA B	LA C				

## SEMESTER 2 (CONT.)

	<b>Week 10</b>	<b>Week 11</b>	<b>Week 12</b>	<b>Week 13</b>	<b>Week 14</b>	<b>Week 15</b>	<b>Week 16</b>	<b>Week 17</b>	<b>Week 18</b>
<b>Unit 2</b>									
<b>Unit 3 (5 hours a week for 12 weeks)</b>	LA B	LA C	LA C	LA C	LA C	SA	SA	SA	SA
<b>Unit 5 – (5 hours for 18 weeks)</b>	LA C	LA C	LA C	LA C	LA D	LA D	R/EXT	EXT	EXT

## Sample 12-month plan – rationale

### Suggestions for which units to teach in Semester 1

This sample is to teach the programme in one 12-month academic year of 36 weeks. The programme can be taught in two 18-week semesters. A week at the start of Semester 1 has been allowed for induction, which can be used as a general introduction to the course and units, though it is suggested that introductory teaching on the units also begin in Week 1. Time has been built into the plan for summative assessment of the internal units and for the external summative assessment for Unit 5.

In the first semester, it is advised that Units 1, 4, 6 and 9 are taught. The smaller two of these units will be taught and assessed simultaneously during the first 6 weeks of the semester, followed by the other two during the second 12 weeks, and each will be assessed via a different themed assessment.

- The product pitched as the assessment for *Unit 1: Planning and Pitching a Digital Media Product* could be used to link to Unit 9 Digital Image Capture and Manipulation, or to Unit 6 Lighting for Moving Image and to Unit 2 Digital Moving Image Production that learners will undertake in Semester 2.
- Units 4, 6 and 9 will allow learners to develop underpinning practical skills, which can be used within the synoptic assessment for Unit 5 in Semester 2.

### Suggestions for which units to teach in Semester 2

In the second semester, we suggest Units 2, 3 and 5 should be taught. Units 2 and 3 will introduce learners to new skills and are taught based on a single project theme linking them together. Each unit will not therefore be taught across the whole 18-week semester but over a specified number of weeks allowing them to link together.

- Units 2 and 3 will be assessed by projects linking a single theme, which will allow learners to develop their moving image production and editing skills.
- Unit 5 is the synoptic unit that is assessed externally. This unit will be taught alongside Units 2 and 3 and some teaching could link across all three units. Unit 5 draws upon the knowledge and understanding obtained by learners in all the other units, and applies into a practical setting. The unit is assessed practically with learners producing a portfolio of evidence. They will prepare for this unit by undertaking a mock assessment using the skills developed in other units.

## SECTION 2: Sample 6-month delivery plan

This plan shows how you could deliver the teaching, learning and assessment over one semester consisting of two 12-week blocks. It is intended as guidance and is not the only possible model. You can adapt it to suit your local needs.

	BLOCK 1: Weeks 1–12		BLOCK 2: Weeks 13–24		TOTAL HOURS (GLH)		TOTAL HOURS (GLH) CLASSROOM AND PLACEMENT)
	Unit no.	Classroom hours	Unit no.	Classroom hours	Classroom hours	Placement	
1 Planning and Pitching a Digital Media Product		30					
2 Digital Moving Image Production	30		3 Digital Editing for Moving Image	60			
7 Writing for Digital Media	30		4 Digital Audio	60			
8 Animation for Digital Media	60						
5 Digital Production Project (Mandatory synoptic)	30		5 Digital Production Project (Mandatory synoptic)	60			
<b>TOTAL HOURS PER TEACHING BLOCK</b>	<b>180</b>		<b>180</b>				
<b>PER WEEK excl. placement (12-week block)</b>	<b>15</b>		<b>15</b>				
<b>PER WEEK incl. placement (12-week block)</b>							

## Week-by-week breakdown over 6 months

### Key

<b>R</b>	Revision for external assessment	<b>LA</b>	Learning aim
<b>EXT</b>	External assessment	<b>WP</b>	Work placement
<b>SA</b>	Summative assessment	<b>IND</b>	Induction

### BLOCK 1

	<b>Week 1</b>	<b>Week 2</b>	<b>Week 3</b>	<b>Week 4</b>	<b>Week 5</b>	<b>Week 6</b>	<b>Week 7</b>	<b>Week 8</b>	<b>Week 9</b>	<b>Week 10</b>	<b>Week 11</b>	<b>Week 12</b>
<b>Unit 1 (5 hours for 6 weeks)</b>	IND/LA A	LA A	LA A/LA B	LA B	SA	SA						
<b>Unit 2 (5 hours for 6 weeks)</b>							LA A	LA A	LA B	LA B	SA	SA
<b>Unit 7 (2.5 hours for 12 weeks)</b>	IND/LA A	LA A	LA A	LA A	LA B	LA B	LA B	LA B	SA	SA	SA	SA
<b>Unit 8 (5 hours for 12 weeks)</b>	IND/LA A	LA A	LA B	LA B	LA C	LA C	LA C	LA C	SA	SA	SA	SA
<b>Unit 5 – (2.5 hours for 12 weeks plus 7.5 hours for 12 weeks)</b>	IND/LA A	LA A	LA B	LA B	LA C	LA C	LA C	LA D	LA D	LA D	LA A	LA A

## BLOCK 2

	Week 13	Week 14	Week 15	Week 16	Week 17	Week 18	Week 19	Week 20	Week 21	Week 22	Week 23	Week 24
<b>Unit 3 (2.5 hours)</b>	LA A	LA A	LA A	LA A	SA	SA	LA B	LA B	LA B	LA B	SA	SA
<b>Unit 4 (5 hours over 12 weeks)</b>	LA A	LA A	LA A	LA B	LA B	LA B	LA C	LA C	LA C	R/SA	SA	SA
<b>Unit 5 – (2.5 hours for 12 weeks plus 7.5 hours for 12 weeks)</b>	LA A	LA B	LA B	LA C	LA C	LA C	LA C	LA D	LA D	R/EXT	EXT	EXT

## Sample 6-month plan – rationale

### Suggestions for which units to teach in Block 1

This sample is to teach the programme in one 6-month period of 24 weeks. The programme can be taught in two 12-week blocks. A week at the start of Block 1 has been allowed for induction, which can be used as a general introduction to the course and units, though it is suggested that introductory teaching on the units also begin in Week 1. Time has been built into the plan for summative assessment of the internal units and for the external summative assessment for Unit 5.

In the first block, it is advised that Units 1, 2, 7, 8 and 5 are taught.

- The product pitched as the assessment for *Unit 1: Planning and Pitching a Digital Media Product* could be used to link to the moving image production that learners will undertake in Block 2.
- *Unit 2: Digital Moving Image Production* will introduce learners to new skills with a themed assignment following on from the planning and pitch completed in Unit 1.
- *Unit 7: Writing for Digital Media* will be delivered as a stand-alone unit over 12 weeks, but the work produced for the assignment could be used as the basis for an audio documentary linking with Unit 4 in Block 2.
- *Unit 8: Animation for Digital Media* will be delivered as a stand-alone unit over 12 weeks and will introduce learners to animation skills.
- Unit 5 is the synoptic unit that is assessed externally. This unit will be delivered alongside other units throughout the whole course. The unit draws upon the knowledge and understanding obtained by learners in all the other units, and applies into a practical setting. The unit is assessed practically with learners producing a portfolio of evidence. They will prepare for the assessment for this unit by undertaking a series of tasks in Block 1 and a mock assessment in Block 2 using the skills developed in other units.

### Suggestions for which units to teach in Block 2

In the second block, we suggest Units 3, 4 and 5 should be taught.

- *Unit 3: Digital Editing for Moving Image* will follow on from the moving image production created in *Unit 2: Digital Moving Image Production* and will develop learners' editing skills.
- *Unit 4: Digital Audio* could follow on from *Unit 7: Writing for Digital Media* by using the script created as the basis for an audio documentary.
- Unit 5 is the synoptic unit that is assessed externally. Therefore, this unit draws upon the knowledge and understanding obtained by learners in all the other units, and applies into a practical setting and this unit is assessed practically with learners producing a portfolio of evidence. They will prepare for this unit by undertaking a mock assessment using the skills developed in other units.