

Level 2 Certificate for Audio Visual Industries Induction (7502)



Assessment pack

QCA number 100/6100/9

www.cityandguilds.com
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Assessment pack



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1 Qualification structure

To achieve full certification for the Level 2 Certificate in Audio Visual Industries Induction, candidates must complete all four units of the qualification as well as a synoptic test paper covering all units.

QCA unit reference	City & Guilds unit number	Unit title
F/500/1829	Unit 001 Assignment	Employment and professional development in the audio visual industries
A/500/1831	Unit 002 Assignment	Working practices and protocols in the audio visual industries
J/500/1833	Unit 003 Assignment	Current and emerging technologies in the audio visual industries
L/500/1834	Unit 004 Assignment	Health and safety within the audio visual industries
	Unit 101 On-line test	Certificate for audio visual industries induction

2 Guidance for assessors

Important notices

Please note that this assessment pack contains **answers** to two of the tasks detailed. The answers are to help assessors or tutors mark and grade the work. The two tasks are as follows:

- Unit 001, Task B
- Unit 003, Task B.

The focus of report writing is for the candidate to demonstrate their knowledge of the subject, rather than an ability to write large quantities of text. For this reason some tasks show approximate word numbers. Candidates should be encouraged to provide high quality, succinct reports. Please note however that report length on its own should not form part of, or influence, grading judgements.

Introduction

This qualification provides an overview of the requirements of working in the audio visual industries for new-entrants and pre-entrants. The award will focus on providing realistic information which will prepare learners for the realities of the industry and make them more employable.

Employers across the audio visual sectors represented by Skillset consistently identify a lack of industry readiness within new entrants including lack of awareness of the production "pipeline", the shape and scope of the industry and professional behaviour. This award will seek to address these issues by developing an industry induction award to equip new entrants with realistic information about working and developing themselves within the industry.

The consultation on Skillset's Audio Visual Qualifications Strategy (SQS) has provided significant market research on skills and qualifications needs, articulating a vision for the sector which aims to ensure fit-for-purpose provision and progression opportunities for all learners. The strategy acknowledges the importance of cross sector issues, and responds to industry requirement for the development of key cross sector skills; such as health and safety, business enterprise and employability skills. Another specific recommendation in the strategy, reflecting market research, is the need for a sector-supported introductory qualification which will provide greater clarification of the roles and skills required in the audio visual industries. The induction qualification directly responds to these key findings.

Assignments

Each assignment is divided into a series of tasks. To successfully achieve each unit, candidates need to achieve **all** the tasks outlined.

Typically, there will be a:

- task which requires candidates to demonstrate their subject knowledge
- task which requires candidates to demonstrate their practical skills
- task which requires candidates to demonstrate the occupational skills acquired.

All tasks are graded, and the grades are then aggregated to provide an overall grade for the assignment for the unit. Candidates must pass **all** tasks in the assignment.

Assignments can be completed in any order. There is no need for candidates to begin with unit 001 and then to work through the units in numerical order. Centres will be expected to organise the assignments in a logical order according to the requirements of the candidates and the course, eg with regard to work experience placements and visits.

Research and report tasks

The research and report type activities in the assignment are **not** closed book tests. Within the overall time constraints set by the centre, they may be completed away from the centre, in the students' own time and at their own pace.

Introducing the assignment work to the students

It will be beneficial to take the candidates through what is required in the assignments and the way in which each part will be graded. Candidates should have an opportunity to familiarise themselves with the way the tasks are graded.

Candidates may refer to their tutors for guidance on parts of the assignment work though they should be aware that, especially for the exploratory tasks, the amount of guidance and support they are given may be reflected in the grade they are given.

Candidates should be able to negotiate extra time where they have a good reason for the request, but reliability and punctuality are watchwords of employment. Therefore, if the agreed deadline for the return of work is not met, without a valid reason, they must accept that they may fail or may earn no better than a Pass grade for their work, regardless of how good it is.

Timings for assignments

A submission schedule should be worked out by the centre, governed by the overall assessment plan for the course, to be negotiated between tutor/assessor and candidate.

The relationship between course delivery, the handing out of assignments, and the deadlines for their return are matters for agreement between the tutors and the candidates locally.

Submission of assignment work

It is recommended that candidates are given an opportunity to submit a draft of their written work to their tutor/assessor, within an agreed window, to gain feedback on whether they have done enough to achieve a pass or better for that assignment. Once the assignment has been formally submitted, however that is the work that will be formally graded. Please note however, that for tasks where the level of support from the centre is part of the grading criteria, this may prevent candidates achieving a higher grade. Candidates should also be informed of the consequences of missing the centre's submission deadline to focus their minds on the need for dependability and reliability, ie a professional approach. Failure to submit on time and without a valid reason could mean that candidates fail the assignment or cannot obtain better than a pass grade.

Opportunities to repeat tasks within an assignment

Candidates who fail a task can repeat the task, at the centre's discretion, but **cannot** achieve higher than a pass grade.

Authenticity

Centres are reminded to check for authenticity of work where candidates may be using texts and the Internet to complete tasks.

Feedback

Assessors must provide feedback on every occasion that a skills observation takes place. A proforma for feedback has been included in this assessors' guide.

Candidate records of course work

Candidates should be encouraged to keep their work carefully in a portfolio or scrapbook. This may be an unfamiliar form of record keeping for many of them, but it is a good discipline which will benefit them when they progress in their learning and training. In addition, learning themes tend to reoccur in linked or higher levels of award and it may only be necessary for them to add a little to what they have already done to achieve the new standard.

Overall grading of assignments

Each task will be awarded points. Pass = 1 point, Merit = 2 points, Distinction = 3 points. These would be added together and an overall grade determined, as in the example below.

To combine the grades of **graded tasks**:

- Assign a mark for each grade achieved (pass=1, Merit=2 and distinction = 3).
- Add these together and divide by the total number of **graded** tasks to give the average, using the grid provided.
- Use the conversion chart to convert back to an overall grade.

Conversion chart

Average	Grade
1 to 1.5	Pass
1.6 to 2.5	Merit
2.6 to 3	Distinction

Example

Total points available for 3 tasks = 9

	Pass	Merit	Distinction
Task 1	1		
Task 2		2	
Task 3	1		
Total awarded	4		
Divided by no of tasks	1.33 (4 points divided by 3 tasks)		
Overall grade	Pass		

3 Accreditation of prior learning/achievement (APL/APA)

Some students may have previously followed a programme with a similar assessment regime, albeit at a lower level. It may be that previous work, especially research or 'finding out about' type tasks, could count, either wholly or in large part, towards the assignment work in **this** qualification.

However, the general rules for evaluating evidence (VACS) must still be observed. That is; there is an obvious link between what was produced earlier and the evidence required in this scheme (validity); that the work submitted is genuinely the work of that student (authenticity); it was not completed so long ago that they would either have forgotten their learning or that legislation had been introduced or changed in the meanwhile (currency); and that there is enough evidence to give confidence that the requirements of the unit have been met (sufficiency).

The way in which these APL/ APA judgments have been made should be clear to the external verifier when sampling during visits.

4 Assessment and verification

Codes of practice

The importance of safe working practices, the demands of the Health and Safety at Work Act and the Codes of Practice associated with the industry must always be adhered to.

Health and safety

The requirement to follow safe working practices is an integral part of all City & Guilds qualifications and assessments, and it is the responsibility of centres to ensure that all relevant health and safety requirements are in place before candidates start practical assessments.

Should a candidate fail to follow health and safety practice and procedures during an assessment, the assessment must be stopped and the candidate advised of the reasons why. The candidate should be informed that they have not reached the standard of assessment required. Candidates may retake the assessment at a later date, at the discretion of the centre. In any cases of doubt, guidance should be sought from the external verifier.

Verification of assignments

By using marking checklists, verifiers can check that evidence for an assignment is complete and can ensure that allocation of marks has been fair and beyond dispute.

Assessors must ensure that candidates understand why a particular grade has been given for the assignment. It is for this reason that City & Guilds requires the signature of both the assessor and the candidate on the final assignment mark sheet.

If a candidate's work is selected for verification, samples of work must be made available to the appointed external verifier. The external verifier will ensure that:

- the internal verifier is undertaking his/her responsibilities
- the internal verifier is given prompt, accurate and constructive feedback on centre operations
- a report is written on centre activities for City and Guilds.

Internal quality assurance

Approved centres must have effective quality assurance systems to ensure optimum delivery and assessment of qualifications.

Quality assurance includes initial centre approval, qualification approval and the centre's own internal procedures for monitoring quality. Centres are responsible for internal quality assurance, and City & Guilds is responsible for external quality assurance.

Full details and guidance on the internal and external quality assurance requirements and procedures, are provided in *Providing City & Guilds qualifications*. This document also explains the tasks, activities and responsibilities of quality assurance staff.

In order to fully support candidates, centres are required to retain copies of candidates' assessment records for three years after certification.

Centres are also free to design their own assignments, if they feel their suggestions better reflect local needs, and are encouraged to be as creative and inventive as possible, particularly with the

research or 'finding out' component. These locally-devised proposals should fulfill the same general assessment purpose as the City & Guilds set assignments, should use the same marking and grading criteria, and should be agreed by City & Guilds and the external verifier before use, and sampled by the external verifier before the assessments are claimed.

Entry for assessment and certification

Candidates should be registered via the Walled Garden or using Form S at least 28 days before any assessment. Entries for the on-line multiple choice test should be made via the Walled Garden or using Form S as per the instructions laid down in the *City & Guilds Directory of Vocational Awards*.

Results of assignments should be submitted in the form of grades via the Walled Garden or by using Form S. Only those components which have been achieved should be included. Each component number is entered, followed by P (Pass), M (Merit) or D (Distinction) to indicate the grade the candidate has achieved.

5 Introduction to these assignments – for candidates

The assignments will ask you to perform a combination of tasks. These will typically be that:

- they require you to demonstrate your subject knowledge
- they require you to demonstrate your practical skills
- they require you to demonstrate the occupational skills you have acquired.

The assignments are an assessment, but they are also there to support your learning.

All the tasks are graded and you can be awarded a Pass, a Merit or a Distinction grade, depending on how well you perform. To complete the assignment work for a unit successfully you need to achieve at least a Pass grade in all the tasks.

Timings

There is no particular time limit set for the completion of this assignment. Your tutor will guide you however on the maximum time you should allow in order to be sure of completing all of the required assignments within the time available for the course. The timescale for the completion of assignments will be negotiated between you and your tutor. However, the results of your failure to submit on time, without a valid reason, are that you may fail the assignment or cannot obtain better than a pass grade.

You may discuss your work with your tutor to get feedback on whether the accuracy and amount of work you have done will earn you a pass or better. However, you will also need to meet the centre's timescales for submitting your work. The extent of help and support sought from your tutor may make it difficult for you to get a higher final grade, as this may be part of the grading criteria.

Presentation of work

Prepare a front cover and contents page for your assignment and try to present your work in a clear and logical sequence.

You are encouraged to word process your responses (and other simple application programmes where they are accessible) as this will help to generate valuable Key Skills evidence. However, this is not a requirement or essential.

For research and report tasks you may wish to refer to books, information given to you by your tutor, or you may wish to research the internet. If you do this, remember to include a reference to show where the information came from. You must also provide the answers in your own words. Your assessor obviously knows the way you normally express yourself, so they will be able to tell if you have simply downloaded material or copied it directly from a textbook.

You may also wish to include any relevant charts, pictures and leaflets you have collected. Use colours, symbols and diagrams where you think they will help to illustrate your answers.

Your tutor will guide you if there is any part of this assignment that you do not understand.

6 Assignments

Assignment 001 Employment and professional development in the audio visual industries

Assignment composition

This assignment is based on Unit 001 of the Level 2 Certificate for Audio Visual Industries Induction and is made up of the following learning outcomes and tasks.

Learning outcome	Task	Evidence
1 Outline the structure of the audio visual industries and its associated bodies	A	Research report
2 Outline employment rights and responsibilities	B	Evaluation
3 Outline the financial responsibilities of the employee	C	Invoice and summaries
4 Identify and locate sources of continuous personal development and lifelong learning needs	D	CPD plan and list of resources

A proforma is provided at the end of this assignment for tutors/assessors to give feedback to candidates.

Documents for use in the assignment are located **after the tasks themselves**.

Assignment 001 Employment and professional development in the audio visual industries

Tasks

Task A Research and produce a report

Candidates are required to research and produce a brief report (approximately 750 words) outlining the structure of the audio visual industries and their associated bodies which should include a:

- short description of the main services offered by each audio visual sector
- list of the trade associations for a sector of your choice with a brief description of their remit and the main job roles within the sector.

Task B Write an evaluation

Candidates are required to write an evaluation (approximately 500 words) of the fictitious Contract of Employment provided by City & Guilds and comment on the following:

- employer responsibilities
- employee responsibilities
- holiday pay and pension entitlement
- hours of work
- health and safety requirements.

Task C Raise an invoice and complete summaries

Candidates are required to:

- raise an invoice for £250 to Cat Trick Productions plus £50 travel costs
- complete the March yyyy monthly income summary with the details of the invoice to Cat Trick Productions
- complete yyyy annual income summary from the details on the monthly income summary
- complete monthly expenditure summary with an expense of £20 for some anti-virus software bought on 29 March yyyy
- complete annual expenditure summary from the details on the monthly expenditure summary
- complete annual income and expenditure summary from the annual income and annual expenditure summaries.

Proformas are provided for this task.

Task D Create a CPD plan

Candidates are required to prepare a Continuous Professional Development plan (whether real or simulated), to include a list of resources used.

Assignment 001 Employment and professional development in the audio visual industries

Candidate proformas

The proformas for candidates to use for this assignment are:

- Task B City & Guilds Audio Visual Industries Induction Company
 - Contract of employment

- Task C City & Guilds Audio Visual Industries Induction Company
 - Invoice
 - Monthly income summary
 - Annual income summary
 - Monthly expenditure summary
 - Annual expenditure summary
 - Annual income and expenditure summary

Assignment 001 Task B Proforma

City & Guilds Audio Visual Industries Induction Company

Contract of employment

1 Names of the contracted parties

Between: City & Guilds Audio Visual Award Company
15 Town Road
Anytown
AT65 Y66

And: A.N. Other (the 'employee')
12 Smalltown Road
Midshire
MRT 5EW

2 Starting date of the employee

Employment start date: 26 November 2010

3 Job title and description

The employee's job title is: PRODUCTION RUNNER

The employee's main task is to be available at all times to work as instructed by a superior.

4 Address of the workplace

The employee will be based at: 453 High Street, Newtown, NEW12.

The nature of the company's business requires the employee to work at other sites from time to time.

5 Salary

The employee's salary is £50 per week. Payments are monthly by BACS directly to the employee's bank account. If the employee does not have a bank account, they will need to open one.

6 Hours of work

The employee's working week will consist of 65 hours, from Monday to Sunday. Lunch breaks can only be taken with the written agreement of the employee's supervisor. From time to time, the employee will work outside of the contracted hours and at other worldwide sites. No additional payments will be made for travel.

7 Holiday entitlement

The employee is entitled to two weeks (10 days) paid holiday per annum inclusive of eight National holidays. At the end of five years service an extra days holiday entitlement is given – followed by a further one days holiday entitlement for each of the next four years service: bringing maximum holiday entitlement to three weeks (15 days). All holiday requests must be made in writing at least three months in advance and the company may cancel any agreed holiday arrangements entirely at its discretion. A maximum of three consecutive days can be taken as holiday in any week.

Assignment 001 Task B Proforma

City & Guilds Audio Visual Industries Induction Company

8 Sickness entitlement

The employee will not be paid for absence due to sickness. Statutory sick pay will be paid at the company's discretion after two weeks. A full medical certificate must be provided in all cases.

9 Normal retirement date

Employment will automatically end and the employee will retire at the end of the month in which they reach the age of 50.

10 Pension

No pension provision is made by the employer.

11 Grievance procedure

In all but one instance, the employee must report any grievance to their immediate supervisor. Where, and only where, the grievance is with the immediate supervisor, the employee can make their grievance known to the immediate supervisor of the employee's supervisor.

12 Disciplinary procedure

Where the employer believes that the employee has acted in an unfit way in the course of carrying out their duty, or the employee brings the employer's business in to disrepute, the employee will be summarily dismissed with no recourse to arbitration.

13 Health and safety

The employee will work as required by the company which undertakes not to unreasonably jeopardise employee's safety. The employee hereby waives any rights to protection under any Health & Safety legislation in force at this time or in the future.

14 Notice periods required from both the employee and the employer

The minimum notice periods are as follows:

Time in employment	Minimum notice
Under one month	No notice
Over one month	One week
Two years' service	Two weeks
Three to 12 years' service	One week for each year to a maximum of 12 weeks

The employee must send a copy of their notice to the company's address, as **1** above.

The employer will send a copy of the notice to the employee's address, as **1** above.

The employer will decide if any notice period will be applied and/or worked.

I agree to the above terms and confirm I have received a copy of this contract.

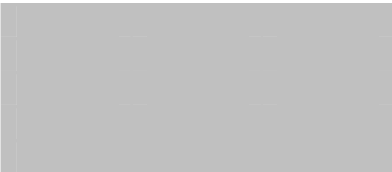
Employee signature

Date

Assignment 001 Task C Proformas
City & Guilds Audio visual Industries Induction Company

Invoice

Sam Sharp
52 Festive Road
Bowlershire
BL1 1ET



Invoice number

Date

Your reference

Description **Amount**



Disbursements



Payment terms:
Payment is due within 14 days

Assignment 001 Task C Proformas

City & Guilds Audio visual Industries Induction Company

Monthly income summary

Sam Sharp
Monthly Income Summary
March yyyy

Date	Customer	Reference Details	Sales	Disbursements
01/03/yyyy	BBC	098/09 Ballroom Dancing Kids	250.00	20.00
15/03/yyyy	Granada	099/09 Celebrity Goldfish	500.00	60.00



Assignment 001 Task C Proformas

City & Guilds Audio visual Industries Induction Company

Annual income summary

Sam Sharp

Annual Income Summary

Year ending 31 March yyyy

Month	Sales	Disbursements
April	1,000.00	100.00
May	2,000.00	50.00
June	1,200.00	50.00
July	800.00	50.00
August	2,000.00	100.00
September	-	-
October	1,000.00	100.00
November	1,500.00	150.00
December	1,000.00	50.00
January	1,500.00	150.00
February	1,000.00	100.00
March		
	13,000.00	900.00

Assignment 001 Task C Proformas
 City & Guilds Audio visual Industries Induction Company

Monthly expenditure summary

Sam Sharp
Monthly Expenses Summary
March yyyy

Description	Date	Reference	Total	Phone	Travel	Advertising	Stationery	Other
<i>Vodafone bill</i>	<i>01/03/yyyy</i>	<i>134/09</i>	<i>10.00</i>	<i>10.00</i>				
<i>Train ticket to Birmingham</i>	<i>15/03/yyyy</i>	<i>135/09</i>	<i>100.00</i>		<i>100.00</i>	<i>-</i>		
				<i>10.00</i>	<i>100.00</i>	<i>-</i>	<i>-</i>	<i>-</i>

Assignment 001 Task C Proformas

City & Guilds Audio visual Industries Induction Company

Annual expenditure summary

Sam Sharp

Annual Expenses Summary

Year ending 31 March yyyy

Month	Total	Phone	Travel	Advertising	Stationery	Other
April	205.00	10.00	100.00	50.00	25.00	20.00
May	90.00	10.00	50.00	-		30.00
June	70.00	10.00	50.00	-		10.00
July	85.00	10.00	50.00	-	25.00	-
August	120.00	10.00	100.00	-		10.00
September	-	-	-	-		-
October	155.00	10.00	100.00	-	25.00	20.00
November	230.00	10.00	150.00	50.00		20.00
December	80.00	10.00	50.00	-		20.00
January	205.00	10.00	150.00	-	25.00	20.00
February	130.00	10.00	100.00	-		20.00
March						
	1,370.00					

Assignment 001 Task C Proformas
City & Guilds Audio visual Industries Induction Company

Annual income and expenditure summary

Sam Sharp
Income & expenditure summary
Year ended 31 March yyyy

Sales	
Disbursements	
Phone	
Travel	
Advertising	
Stationery	
Other	

Assignment 001 Employment and professional development in the audio visual industries



Candidate feedback sheet

Candidate name:

Task & date	Assessor comments/action plan (The assessor should sign after each feedback session)

Tutor/Assessor signature	Date
Candidate signature	Date

Assignment 001 Employment and professional development in the audio visual industries

Task B Tutor answer guide

Contract of employment

Note: This answer guide is **only** for tutor/assessor reference and should only be used by tutors and assessors.

1 Names of the contracted parties

Between: City & Guilds Audio Visual Award Company
15 Town Road
Anytown
AT65 Y66

And: A.N. Other (the 'employee')
12 Smalltown Road
Midshire
MRT 5EW

2 Starting date of the employee

Employment start date: 26 November 2010

3 Job title and description

The employee's job title is: PRODUCTION RUNNER

The employee's main task is to be available at all times to work as instructed by a superior.

- Inadequate and unreasonable job description. The employee could be asked to perform any duty.

4 Address of the workplace

The employee will be based at:
453 High Street,
Newtown
NEW12.

The nature of the company's business requires the employee to work at other sites from time to time.

- Candidate may believe this clause to be unreasonable and vague but it is normal in the audio visual industries.

Assignment 001 Task B Tutor answer guide

City & Guilds Audio Visual Industries Induction Company

5 Salary

The employee's salary is £50 per week. Payments are monthly by BACS directly in to the employee's bank account. If the employee does not have a bank account they will need to open one.

- Salary below National Minimum Wage.

6 Hours of work

The employee's working week will consist of 65 hours, from Monday to Sunday. Lunch breaks can only be taken with the written agreement of the employee's supervisor.

- Illegal. 48 hours is maximum working week. The employee is entitled to a 20 minute break every six hours. Required to work seven days a week, this is unreasonable.

From time to time, the employee will work outside of the contracted hours and at other worldwide sites. No additional payments will be made for travel.

- Unreasonable clause. No overtime payments. Vague definition of 'travel' – could mean non-payment for additional hours, travelling expenses or both.

7 Holiday entitlement

The employee is entitled to two weeks (10 days) paid holiday per annum inclusive of eight National holidays. At the end of five years service an extra days holiday entitlement is given – followed by a further one days holiday entitlement for each of the next four years service: bringing maximum holiday entitlement to three weeks (15 days). All holiday requests must be made in writing at least three months in advance and the company may cancel any agreed holiday arrangements entirely at its discretion. A maximum of three consecutive days can be taken as holiday in any week.

- Illegal. Full-time employees are entitled to four weeks annual holiday which could include national holidays. The employee can never take a full week off. The employers can only reject an employees request if they have a legitimate reason.

8 Sickness entitlement

The employee will not be paid for absence due to sickness. Statutory sick pay will be paid at the company's discretion after two weeks. A full medical certificate must be provided in all cases.

- Illegal. Statutory sick pay entitlement starts after four days absence due to sickness. Medical evidence is not a statutory requirement but may be requested by the employer.

Assignment 001 Task B Tutor answer guide

City & Guilds Audio Visual Industries Induction Company

9 Normal retirement date

Employment will automatically end and the employee will retire at the end of the month in which they reach the age of 50.

- Legal but very low retirement age. Implications for adequate pension provision.

10 Pension

No pension provision is made by the employer.

- Illegal. Businesses that employ five or more staff without an Occupational Pension Scheme are required to arrange a Stakeholder Pension, with a fine of £50,000 for those who fail to comply.

11 Grievance procedure

In all but one instance, the employee must report any grievance to their immediate supervisor. Where, and only where, the grievance is with the immediate supervisor, the employee can make their grievance known to the immediate supervisor of the employee's supervisor.

- Employers must provide employees with a written Grievance Procedure complying with the three step statutory grievance procedure: 1 The employee makes written statement describing the grievance. 2 The employer arranges a meeting to discuss grievance. 3 The employee has a right to appeal against the decision.

- More help is available from ACAS website www.acas.org.uk or the DTI website www.dti.gov.uk/employment

12 Disciplinary procedure

Where the employer believes that the employee has acted in an unfit way in the course of carrying out their duty, or the employee brings the employer's business in to disrepute, the employee will be summarily dismissed with no recourse to arbitration.

- Unreasonable. The employee should receive verbal and written warnings. Acts of minor and gross misconduct should be defined in the contract. The employee can take the employer to an Industrial Tribunal if they believe the dismissal is unfair or illegal (on the grounds of race, gender, disability, etc).

Assignment 001 Task B Tutor answer guide

City & Guilds Audio Visual Industries Induction Company

13 Health and safety

The employee will work as required by the company which undertakes not to unreasonably jeopardise the employee's safety. The employee hereby waives any rights to protection under any Health & Safety legislation in force at this time or in the future.

- Illegal. Companies must provide a safe working environment and comply with Health and Safety Legislation. The employee is responsible for their own health and safety. The employee cannot waive statutory protection rights.

14 Notice periods required from both the employee and the employer

The minimum notice periods are as follows:

Time in employment	Minimum notice
Under one month	No notice
Over one month	One week
Two years' service	Two weeks
Three to 12 years' service	One week for each year to a maximum of 12 weeks

The employee must send a copy of their notice to the company's address, as **1** above.

The employer will send a copy of the notice to the employee's address, as **1** above.

The employer will decide if any notice period will be applied and/or worked.

Unreasonable and vague. The employer can only summarily dismiss employee for gross misconduct.

Employee signature

Date

- There is no place for the employer to sign

Assignment 001 Employment and professional development in the audio visual industries

Grading criteria

Candidate name:

Tutor/Assessor signature:

Date:

Task	Pass The candidate has:	Merit The candidate has achieved everything at pass grade and has:	Distinction The candidate has achieved everything at pass and merit grade and has:
A	<p>provided the minimum relevant information required by the task</p> <p>provided limited evidence of research</p> <p>provided information from a limited use of sources</p> <p>made a limited attempt to present information in a clear, logical sequence</p>	<p>provided clear evidence of relevant information required by the task</p> <p>provided information which shows evidence of relevant research using a variety and range of sources</p> <p>demonstrated evidence of analysing information</p> <p>presented information in a clear, logical sequence</p>	<p>provided clear and consistent evidence of relevant information required by the task</p> <p>provided information which shows evidence of a high level of research and a wide range of sources which are clearly referenced</p> <p>provided strong evidence of clear thinking and analytical skills</p>
B	<p>provided the minimum relevant information required by the task</p> <p>made a limited attempt to present information in a clear, logical sequence</p> <p>shown a basic level of evaluative skills</p>	<p>provided clear evidence of relevant information required by the task</p> <p>demonstrated evidence of analysing information</p> <p>presented information in a clear, logical sequence</p> <p>communicated creative/technical ideas effectively</p>	<p>provided clear and consistent evidence of relevant information required by the task</p> <p>provided information which shows evidence of interpretation and application</p> <p>provided strong evidence of clear thinking and analytical skills</p> <p>provided evidence of a high level of evaluative thinking</p>

Candidate name:

Tutor/Assessor signature:

Date:

Task	Pass The candidate has:	Merit The candidate has achieved everything at pass grade and has:	Distinction The candidate has achieved everything at pass and merit grade and has:
C	<p>provided the information required by the task</p> <p>made an attempt to present information in a clear, logical sequence</p> <p>This task is Pass/Fail only. Candidates must complete all forms correctly to achieve a pass.</p>		
D	<p>provided the minimum relevant information required by the task</p> <p>provided limited evidence of research</p> <p>provided information from a limited use of sources</p> <p>made a limited attempt to present information in a clear, logical sequence</p>	<p>provided clear evidence of relevant information required by the task</p> <p>provided information which shows evidence of relevant research using a variety and range of sources</p> <p>demonstrated evidence of analysing information</p> <p>presented information in a clear, logical sequence</p>	<p>provided clear and consistent evidence of relevant information required by the task</p> <p>provided information which shows evidence of a high level of research and a wide range of sources which are clearly referenced</p> <p>provided strong evidence of clear thinking and analytical skills</p> <p>provided information which shows evidence of interpretation and application</p>

Assignment 001 Employment and professional development in the audio visual industries



Assignment mark sheet

Candidate name

Candidate number

Centre name

Centre number

Task	Evidence	Grade for task	Mark Pass (1 mark) Merit (2 marks) Distinction (3 marks)
A	Research report		
B	Evaluation		
C*	Invoice and summaries		
D	CPD plan		
=Total mark for all graded tasks			
Divided by the number of graded tasks			÷ 3
=Average mark for tasks			
Overall grade (see conversion chart)			

Conversion chart	
Average	Grade
1-1.5	Pass
1.6-2.5	Merit
2.6-3	Distinction

* Task C is Pass/Fail only. All parts of the tasks must be passed to allow a grade to be claimed.

Candidate signature	Date
Assessor signature	Date
Quality assurance co-ordinator signature (where applicable)	Date
External verifier signature (where applicable)	Date

Assignment 002 Working practices and protocols qwithin the audio visual industries

Assignment composition

This assignment is based on unit 002 of the Level 2 Certificate for Audio Visual Industries Induction and is made up of the following Learning outcome and task.

Learning outcome	Task	Evidence
1 Communicate and work effectively	A	Report

A proforma is provided at the end of this assignment for tutors/assessors to give feedback to candidates.

Assignment 002 Working practices and protocols in the audio visual industries

Tasks

Task A Produce a report

Candidates are required to provide a summary report discussing the following:

- the positive values or behaviours that would contribute to working effectively with others
- the benefits of working in a successful team
- the consequences of poor working relationships.

**Assignment 002 Working practices and protocols
in the audio visual industries**



Candidate feedback sheet

Candidate name:

Task & date	Assessor comments/action plan (The assessor should sign after each feedback session)

Tutor/Assessor signature	Date
Candidate signature	Date

Assignment 002 Working practices and protocols in the audio visual industries

Grading criteria

Candidate name:

Tutor/Assessor signature:

Date:

Task	Pass The candidate has:	Merit The candidate has achieved everything at pass grade and has:	Distinction The candidate has achieved everything at pass and Merit grade and has:
A	<p>provided the minimum relevant information required by the task</p> <p>provided limited evidence of research</p> <p>provided information from a limited use of sources</p> <p>made a limited attempt to present information in a clear, logical sequence</p>	<p>provided clear evidence of relevant information required by the task</p> <p>provided information which shows evidence of relevant research using a variety and range of sources</p> <p>demonstrated evidence of analysing information</p> <p>presented information in a clear, logical sequence</p>	<p>provided clear and consistent evidence of relevant information required by the task</p> <p>provided information which shows evidence of a high level of research and a wide range of sources which are clearly referenced</p> <p>provided strong evidence of clear thinking and analytical skills</p> <p>provided information which shows evidence of interpretation and application</p>

Assignment 002 Working practices and protocols in the audio visual industries



Assignment mark sheet

Candidate name

Candidate number

Centre name

Centre number

Task	Evidence	Grade for task
A	Report	

The grade for task A is the overall grade for the assignment.

Candidate signature	Date
Assessor signature	Date
Quality assurance co-ordinator signature (where applicable)	Date
External verifier signature (where applicable)	Date

Assignment 003 Current and emerging technologies in the audio visual industries

Assignment composition

This assignment is based on unit 002 of the Level 2 Certificate for Audio Visual Industries Induction and is made up of the following learning outcomes and tasks.

Learning outcome	Task	Evidence
1. Explain the principles used to convert images and sounds into digital signals and reproduce them on a remote device	A	Report
2. Outline how technology supports the creative production process in audio visual industries	B	Chart
3. Outline future trends and developments	B	Chart

A proforma is provided at the end of this assignment for tutors/assessors to give feedback to candidates.

Documents for use in the assignment are located **after the tasks**.

NB. Internet derived explanations and diagrams may be used to **support** these tasks.

Assignment 003 **Current and emerging technologies in the audio visual industries**

Tasks

Task A Research and produce a report

Candidates are required to research and produce an overview report (approximately 750 words). The report should consider how technology exploits human perceptions including:

- why human persistence of vision is common to all visual devices that can display motion
- how sound is converted into digital signals and converted back into audible sounds, to include the sampling processes that are used to convert between analogue and digital signals
- a brief overview of the advantages of using digital technologies in the audio visual industries.

Task B Complete a chart

Candidates must use the technology chart provided by City & Guilds to name the relevant sector/s (industry area/s) and applications that use each technology. Future trends must be identified for at least six technologies (approximately 50 words per box) to include an assessment of their likely influence on the audio visual industries. A worked example is given at the head of the chart.

This chart is designed to test candidates' knowledge of the audio visual industries converging technologies and their possible influence on future viewing and listening trends.

Assignment 003 Current and emerging technologies in the audio visual industries



Candidate proforma Task B

This form should be completed by the candidate.

Technology	Sector(s)	Application(s)	Future trends
Worked example. Film	Cinema. TV. Multimedia.	Cinema release. TV productions. DVD distribution.	D-cinema digital projection will replace film print distribution for cinemas and massively reduce costs. High definition TV replacing film as original shooting format for some feature films especially where complex visual effects are required. Sources: Broadcast magazine, High Definition magazine.
Digital audio			
Digital video			
Digital still and moving image recording methods			

Assignment 003 Current and emerging technologies in the audio visual industries

Candidate proforma Task B

Technology	Sector(s)	Application(s)	Future trends
Video compression			
Metadata			
Timecode			
High Definition TV			
Pixel			
Digital sampling			

Assignment 003 Current and emerging technologies in the audio visual industries

Tutor answer guide Task B

Note: This answer guide is **only** for tutor/assessor reference and should only be used by tutors and assessors.

Technology	Sector(s)	Application(s)	Future trends
Worked example. Film	Cinema. TV. Multimedia.	Cinema release. TV productions. DVD distribution.	D-cinema digital projection will replace film print distribution for cinemas and massively reduce costs. High definition TV replacing film as original shooting format for some feature films especially where complex visual effects are required. Sources: Broadcast magazine. High Definition magazine.
Digital audio	Radio. Film. TV. Games. Multimedia.	Digital TV Broadcast. DAB Radio. Multi Lingual audio tracks. CD. DVD. Surround sound. Mini-disk. DAT recorders. Broadband streaming audio.	Candidates comments based on research. Sources of information should be quoted (eg named website, trade publications, sector guilds and other bodies).
Digital video	Film. TV. Animation Games. DVD. Multimedia.	D-Cinema. Digital TV. Broadband streaming TV. Computer animation. Mobile phones. Interactive multimedia.	Candidates comments based on research. Sources of information should be quoted (eg named website, trade publications, sector guilds and other bodies).
Digital still and moving image recording methods	Film. TV. Animation. Multimedia. Games. Photo imaging.	Tape. Hard disk. Memory cards and sticks. CD-Rom. DVD.	Candidates comments based on research. Sources of information should be quoted (eg named website, trade publications, sector guilds and other bodies).

Assignment 003 Current and emerging technologies in the audio visual industries

Tutor answer guide Task B

Note: This answer guide is **only** for tutor/assessor reference and should only be used by tutors and assessors.

Technology	Sector(s)	Application(s)	Future trends
Video compression	TV. Multimedia. Games.	Digital TV broadcast. DVD production. Games. Multimedia. Broadband TV.	Candidates comments based on research. Sources of information should be quoted (eg named website, trade publications, sector guilds and other bodies).
Metadata	Radio. Film. TV. Games. Multimedia. Animation. Photo Imaging	Data about data. File location, content and format information.	Candidates comments based on research. Sources of information should be quoted (eg named website, trade publications, sector guilds and other bodies).
Timecode	Film. TV. Animation. Multimedia.	Electronic frame labelling system based on 24 hour clock. Primarily used as master frame reference number.	Candidates comments based on research. Sources of information should be quoted (eg named website, trade publications, sector guilds and other bodies).
High Definition TV	Film. TV. Games. Animation.	High quality TV broadcast. Initial acquisition format for feature films. High quality games displays and computer animations.	Candidates comments based on research. Sources of information should be quoted (eg named website, trade publications, sector guilds and other bodies).
Pixel	Film. TV. Animation. Games. Multimedia. Photo imaging.	Smallest digital picture sampling element. Common to all digital visual display devices.	Candidates comments based on research. Sources of information should be quoted (eg named website, trade publications, sector guilds and other bodies).
Digital sampling	Film. TV. Animation. Games. Multimedia. Photo imaging. Radio.	Process applied to convert an analogue signal into a series of digital values.	Candidates comments based on research. Sources of information should be quoted (eg named website, trade publications, sector guilds and other bodies).

Assignment 003 Current and emerging technologies in the audio visual industries

Grading criteria

Candidate name:

Tutor/Assessor signature:

Date:

Task	Pass The candidate has:	Merit The candidate has achieved everything at pass grade and has:	Distinction The candidate has achieved everything at pass and merit grade and has:
A	provided the minimum relevant information required by the task	provided clear evidence of relevant information required by the task	provided clear and consistent evidence of relevant information required by the task
	provided limited evidence of research	provided information which shows evidence of relevant research using a variety and range of sources	provided information which shows evidence of a high level of research and a wide range of sources which are clearly referenced
	provided information from a limited use of sources	demonstrated evidence of analysing information	provided strong evidence of clear thinking and analytical skills
	made a limited attempt to present information in a clear, logical sequence	presented information in a clear, logical sequence	provided evidence of a high level of evaluative thinking
B	provided the minimum relevant information required by the task	provided clear evidence of relevant information required by the task	provided clear and consistent evidence of relevant information required by the task
	provided limited evidence of research	provided information which shows evidence of relevant research using a variety and range of sources	provided information which shows evidence of a high level of research and a wide range of sources which are clearly referenced
	provided information from a limited use of sources	demonstrated evidence of analysing information	provided strong evidence of clear thinking and analytical skills
	made a limited attempt to present information in a clear, logical sequence	presented information in a clear, logical sequence	provided evidence of a high level of evaluative thinking

Assignment 003 **Current and emerging technologies in the audio visual industries**



Candidate feedback sheet

Candidate name:

Task & date	Assessor comments/action plan (The assessor should sign after each feedback session)

Tutor/Assessor signature	Date
Candidate signature	Date

Assignment 003 Current and emerging technologies in the audio visual industries



Assignment mark sheet

Candidate name

Candidate number

Centre name

Centre number

Task	Evidence	Grade for task	Mark Pass (1 mark) Merit (2 marks) Distinction (3 marks)
A	Research report		
B	Chart		
=Total mark for all graded tasks			
Divided by the number of graded tasks			÷ 2
=Average mark for tasks			
Overall grade (see conversion chart)			

Conversion chart	
Average	Grade
1-1.5	Pass
1.6-2.5	Merit
2.6-3	Distinction

All parts of the tasks must be passed to allow a grade to be claimed.

Candidate signature	Date
Assessor signature	Date
Quality assurance co-ordinator signature (where applicable)	Date
External verifier signature (where applicable)	Date

Assignment 004 Health and safety within the audio visual industries

Assignment composition

The assignment is based on Unit 004 of the Level 2 Certificate for Audio Visual Industry Induction and is made up of the following learning outcomes and tasks:

Learning outcome	Task	Evidence
1. Outline the basic duties and responsibilities	A	Workplace inspection and report
2. Contribute to safe working	A	Workplace inspection and report
3. Outline basic accident and emergency procedures	A	Workplace inspection and report

A proforma is provided at the end of this assignment to give feedback to candidates.

Assignment 004 Health and safety within the audio visual industries

Tasks

Task A Workplace inspection and report

Candidates are required to carry out a basic inspection of a workplace in which they identify the hazards and how people may suffer harm, taking account of any existing risk controls in place. Candidates should consider both the fire and emergency procedures plus at least **four** of the following common hazards:

- slips, trips & falls on the level
- manual handling
- electricity
- work at height
- noise
- chemical and biological agents
- display screen equipment
- work equipment.

For each hazard, candidates should record how people may suffer harm. Candidates should take account of any existing risk controls and indicate the level of risk posed as HIGH, MEDIUM or LOW.

Candidates should agree the workplace that is to be inspected with the tutor/assessor. Candidates should record their finding on an Inspection Report Form. A proforma is provided which may be used.

Candidates are required to write a brief report (approximately 500 words) in which they summarise their inspection findings and identify the specific legislation that applies to each hazard and include any supporting guidance available.

The hazards must cover a range of legislation including a minimum of **three** from the following:

- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)
- Control of Substances Hazardous to Health Regulations (COSHH)
- Health and Safety (Display Screen Equipment) Regulations
- Noise at Work Regulations
- Manual Handling Operations Regulations
- Electricity at Work Regulations
- Provision and Use of Work Equipment Regulations
- Lifting Operations and Lifting Equipment Regulations
- Work at Height Regulations.
- Workplace (Health, Safety and Welfare) Regulations

Assignment 004 Health and safety within the audio visual industries

Candidate proforma Task A Inspection Report Form

Candidate Name:	Enrolment Number:	Workplace Inspected:	Date of Inspection:
-----------------	-------------------	----------------------	---------------------

Hazards <small>Indicative content to include:</small> 1. Example of hazards/unsafe working practices 2. Examples of good practice	People at risk & how <small>Indicative content to include:</small> 1. Details of who is at risk 2. How people could suffer harm	Risk <small>Risk to be rated as HIGH, MEDIUM or LOW</small>	Recommended Action <small>Indicative content to include the preventive & protective measures required to ensure the identified hazards are adequately controlled</small>	Priority <small>Indication of the priority for each action based on the risk</small>

Please continue on a separate sheet if necessary

Assignment 004 Health and safety within the audio visual industries

Candidate feedback sheet



Task & Date	Assessor comments/action plan (The assessor should sign after each feedback session)

Tutor/Assessor Signature:		Date:	
Candidate's Signature:		Date:	

Assignment 004 Health and safety within the audio visual industries

Grading Criteria for Task A

Candidate name:

Tutor/Assessor signature

Date:

Task	Pass The candidate has:	Merit The candidate has achieved everything at pass grade and has:	Distinction The candidate has achieved everything at pass and merit grade and has:
A	<p>provided the minimum relevant information required by the task</p> <p>provided evidence which demonstrates knowledge relevant to the task</p> <p><i>Examples</i> A completed inspection report form that identifies:</p> <ul style="list-style-type: none"> • both the fire & emergency procedures plus at least four of the common hazards • who is at risk from each hazard • the level of risk posed (HIGH, MEDIUM LOW) by each hazard • a brief description of recommended action for each hazard • a priority for each action • a list of the resources used in the task • three regulations that apply to the hazards identified 	<p>provided clear evidence of relevant information required by the tasks</p> <p>provided information which shows evidence of the use of a range of relevant information sources</p> <p>presented the report well, in an organised and logical sequence</p> <p>demonstrated evidence of analysing research information</p> <p><i>Examples</i> A completed inspection report form that identifies everything required at pass grade AND:</p> <ul style="list-style-type: none"> • is a clearly presented inspection report form • identifies how people may be harmed by each hazard • contains detailed descriptions of actions required in the short & medium term to either eliminate or reduce the risk level • demonstrates the use of a range of information sources & resources • includes at least three regulations and any general guidance that applies to the hazards identified 	<p>provided clear and consistent evidence of relevant information required by the tasks, with evidence of analysis and evaluation</p> <p>critically evaluated a wide range of information sources which are clearly referenced</p> <p>provided evidence which demonstrates a good breadth and depth of knowledge that has been used to good effect in the task</p> <p>presented the task to a high level</p> <p><i>Examples</i> A completed inspection report form that identifies everything required at pass and merit grade AND:</p> <ul style="list-style-type: none"> • is a well presented inspection report form • contains detailed descriptions of realistic actions required in the short, medium & long term to either eliminate or reduce the risk level • demonstrates the use of both internal & external information sources & resources • includes detailed references to at least three regulations and any industry or HSE guidance that applies to each hazard

Assignment 004 Health and safety within the audio visual industries



Assignment mark sheet

Candidate name

Candidate number

Centre name

Centre number

Task	Evidence	Grade for task
A	Inspection and report	

The grade for task A is the overall grade for the assignment.

Candidate signature	Date
Assessor signature	Date
Quality assurance co-ordinator signature (where applicable)	Date
External verifier signature (where applicable)	Date

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