| Unit Title: Pre-Production Skills | |
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| **Level:** | Two |
| **Credit Value:** | 4 |
| **GLH:** | 30 |
| **OCNLR Unit Code:** | KJ2/2/LQ/006 |
| **Ofqual Unit Reference Number:** | Y/507/2020 |

*This unit has 4 learning outcomes*

| LEARNING OUTCOMES | ASSESSMENT CRITERIA |
|---|---|
| **The learner will:** | **The learner can:** |
| 1. Know about pre-production techniques. | 1.1. Describe the purpose and uses for<br>a) a mood board<br>b) mind maps/spider diagrams<br>c) visualisation diagrams<br>d) a storyboard |
| 2. Be able to plan pre-production. | 2.1. Identify client requirements based on their brief to include the target audience.<br>2.2. Select appropriate equipment, resources and/or software for creating pre-production documents.<br>2.3. Identify suitable techniques for pre-production documents in line with client requirements.<br>2.4. Produce a work plan for the preparation of the pre-production documents; to include tasks, timescales and resources needed.<br>2.5. Identify any legal issues regarding any assets to be sourced. |
| 3. Be able to produce pre-production documents. | 3.1. In line with client requirements, produce a<br>a) mood board<br>b) mind map/spider diagram<br>c) visualisation diagram or sketch<br>d) storyboard<br>3.2. Identify appropriate files, types and formats needed to produce the final products in conjunction with the pre-production documents. |

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| 4. Understand how to review pre-production documents and process. | 4.1. Identify parameters and constraints that influenced any decisions that were made.<br>4.2. Critically review the quality of the finished products and their fitness for purpose.<br>4.3. Review the pre-production documents and process with the client and record feedback.<br>4.4. Identify areas for improvement and further development of the pre-production documents and process. |

## Assessment

The grid below gives details of the assessment activities to be used with the unit attached.
Please refer to the OCN London Assessment Definitions document for definitions of each activity and the expectations for assessment practice and evidence for verification.

P = Prescribed This assessment method *must* be used to assess all or part of the unit.

O = Optional This assessment method *could* be used to assess all or part of the unit.

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| Case Study | | Project | |
| Written question & answer/test/exam | | Role play/simulation | |
| Essay | O | Practical demonstration | O |
| Report | | Group discussion | O |
| Oral question and answer | O | Performance/exhibition | O |
| Written description | O | Production of artefact | O |
| Reflective log/diary | | Practice file | |