

Pearson BTEC Level 3 Nationals Extended Diploma

Performing Arts

Unit 7: Employment Opportunities in the Performing Arts

Part S

Window for supervised assessment:
Tuesday 8 May 2018 – Monday 21 May 2018
Supervised Hours: 10 hours

Paper Reference
31561H

You do not need any other materials.

Instructions

- This booklet contains material for the completion of the set task under supervised conditions.
- This booklet is specific to each series and this material must only be issued to learners who have been entered to undertake the task in the relevant series.
- This booklet must be given to learners as soon as it is received, so that learners can start the research period in advance of the final supervised assessment period.
- This set task must be undertaken during the assessment period of 10 hours timetabled by Pearson.
- This booklet should not be returned to Pearson.

Information

- The total mark for this paper is 60.

Turn over ►

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Instructions to Teachers/Tutors

This booklet must be given to learners in its entirety as soon as it is received.

Learners should undertake independent research on the set task information.

Centres must advise learners of the timetabled sessions during which they can prepare. It is expected that scheduled lessons or other timetable slots will be used for some or all of the preparation.

The set task will be released 4 weeks before the supervised assessment period during which time learners must work independently to complete their own research and preparatory work.

There are **two** activities for the set task and **two** outcomes for submission.

The 10-hour supervised assessment period should be arranged over a number of sessions within a 2-week period.

The preparatory activities can be completed under informal supervision.

- Work can be brought in and out of the informally supervised environment, but this must be monitored so the learner's final submission can be authenticated.
- Learners can take a copy of their notes into the formal supervision sessions.

The written response must be word processed, the digital promotional portfolio must be completed on a computer.

Activity 1: Written response

- The writing up of the response must be carried out under supervised conditions. This document must be word processed (up to 2000 words).
- Learners may bring their own notes and records into the supervised assessment period. The information can contain brief bullet points or mind maps of ideas to be covered but must not include fully-formed sentences or phrases that could be used directly in their response. These must be hard copies and can be either handwritten or word processed. Teachers/Tutors must ensure that all notes and records learners use are their own work.
- At the end of the supervised period a PDF of the report must be made and stored securely until the time of the submission with no further editing permitted.

Activity 2: Digital promotional portfolio

- The digital promotional portfolio must be completed under supervised conditions.
- Teachers/Tutors must not guide the learner with the content of the portfolio.

Centres should schedule all learners at the same time or supervise cohorts to ensure there is no opportunity for collusion.

Teachers/Tutors should note that:

- Learners must not be given any direct guidance or prepared materials.
- Learners must not be given any support in writing or editing notes.

- All work must be completed independently by the learner.
- Learner notes must be retained securely by the centre after the supervised assessment period and may be requested by Pearson if there is suspected malpractice.

Learners may refer to their notes, records and recordings during this time; however, teachers/tutors must ensure that all materials learners refer to are their own work.

Learners must not bring anything into the supervised environment or take anything out without teacher/tutor knowledge and approval.

Centres are responsible for putting in place appropriate checks to ensure that only permitted material is introduced into the supervised environment.

Maintaining security

- During the supervised assessment sessions, the assessment areas must only be accessible to the individual learners and to named members of staff.
- Learners may bring their own notes into the supervised assessment period. The information can contain brief bullet points or mind maps of ideas to be covered but must not include fully-formed sentences or phrases that could be used directly in their response. It must not exceed four sides of A4. These must be hard copies and can be either handwritten or word processed.
- Learners can only access their work under supervision.
- Any work learners produce under supervision must be kept securely.
- Learner notes and records related to the task must be checked to ensure the contents meet limitations.
- Learner notes must be retained securely by the centre after the supervised assessment period and may be requested by Pearson if there is suspected malpractice.
- Only permitted materials for the set task can be brought into the supervised environment.
- During any permitted break and at the end of the session materials must be kept securely and no items removed from the supervised environment.
- Learners are not permitted to have access to the internet or other resources, except their own notes, records and recordings, during the supervised assessment period.

After the session the teacher/tutor will confirm that all learner work has been completed independently as part of the authentication submitted to Pearson.

The set task is a formal external assessment and must be conducted with reference to the instructions in this task booklet and the BTEC Nationals Instructions for Conducting External Assessments (ICEA) document to ensure that the preparatory period is conducted correctly so that learners have completed their preparation validly and independently.

Outcomes for submission

Each learner must submit the following:

1. Word processed written response saved as a PDF (up to 2000 words).
2. Digital promotional portfolio.

A fully completed authentication sheet must be submitted by each learner.

It is essential that learner evidence is correctly referenced and submitted: please refer to the Administrative Support Guide for this unit for instructions on how to do this.

Please see below for a summary of the evidence requirements for the written response and the digital promotional portfolio.

Activities	Evidence requirements
Written response	Up to 2000 words.
Digital promotional portfolio	<p>There is a choice about the amount of evidence learners submit. Evidence limits are below.</p> <ul style="list-style-type: none">• Any video and/or audio material must not exceed a total of 10 minutes.• Any photographic images included must not exceed 10 images.• Any supporting materials/text must not exceed 750 words.

The deadline for submission is Friday 25 May 2018.

Instructions for Learners

Read the set task information carefully. This contains all the information you need to complete each activity within the set task.

In this booklet you will be asked to carry out specific activities using the information provided.

You will be given up to 4 weeks to carry out preparatory work, prior to the 10 hours of supervised assessment.

You will complete the activities within the set task under supervision and your work will be kept securely during any breaks taken.

You will have access to a computer.

You must work independently throughout the supervised assessment period and you must not share your work with other learners.

Your teacher/tutor may clarify the wording that appears in this task but cannot provide any guidance on how to complete the task.

This task must be completed under supervision in timetabled sessions provided by your centre. It is likely that you will be given more than one timetabled session to complete each activity within this task.

Outcomes for submission

You will submit the following:

1. Word processed written response saved as a PDF (up to 2000 words).
2. Digital promotional portfolio.

A fully completed authentication sheet must also be submitted.

Set Task Brief

You must complete a written response and digital promotional portfolio in order to apply for a job with Vale Performing Arts Centre*.

You will find information about the nature of the job, details about the organisation, the proposed performance project and the requirements of the workshop in the Set Task Information section of this booklet.

*Vale and Vale Performing Arts Centre are fictional names created for the purpose of this task.

Set Task

You need to produce a written response and digital promotional portfolio to persuade Vale Performing Arts Centre that you are a suitable candidate to participate in the 'Cohesion' performance project.

In your written response and digital promotional portfolio, you must demonstrate your knowledge and understanding of the organisation, the performance project, the workshop requirements and explain why you are a suitable candidate to join the organisation for this project.

You must complete ALL activities within the set task.

Activity 1: Written response

Within your application you will need to demonstrate that you have a clear understanding of this organisation and that you have suitable skills and experience for this employment opportunity.

This will involve you demonstrating your understanding of the organisation's profile, detailing the skills and experience you can offer and explaining how these are relevant to the work of Vale Performing Arts Centre.

During this activity, you will need to demonstrate your:

- understanding of the organisation
- understanding of the 'Cohesion' performance project
- understanding of the workshop requirements
- ability to use subject-specific terminology.

Your response must also include:

- details of your skills and experience
- evidence of your suitability to join the organisation and participate in the performance project
- your ideas for the workshops with reference to the requirements of the performance project.

You will be assessed on your ability to demonstrate clear, effective and persuasive promotional intent.

It is recommended that you spend two hours completing your written response. This activity will be completed under supervised conditions.

(Total for Activity 1 = 36 marks)

Activity 2: Digital promotional portfolio

Prepare a digital promotional portfolio that provides evidence of your skills and experience.

Your digital portfolio should include extracts of practical work to support your application to work with Vale Performing Arts Centre on the 'Cohesion' performance project.

You should select for inclusion in your digital promotional portfolio examples of your work relevant to your skills and experience. You should consider the following:

- the requirements of the organisation and the performance project
- how your experience and skills match the requirements of the organisation and the performance project
- how your skills can be applied to the performance project and the workshops
- the best form of evidence to showcase your practical skills.

The evidence will be in the form of a digital promotional portfolio that can include:

- video clips
- sound clips
- photographs
- other supporting material showing relevant skills and experience (e.g. certificates, promotional materials, testimonial letters, reviews, etc.).

You will be assessed on your ability to produce a digital promotional portfolio that shows an insightful understanding of the employment opportunity.

It is recommended that you spend eight hours completing your digital portfolio. This activity will be completed under supervised conditions.

Activities	Evidence requirements
Written response	Up to 2000 words.
Digital promotional portfolio	There is a choice about the amount of evidence learners submit. Evidence limits are below. <ul style="list-style-type: none">• Any video and/or audio material must not exceed a total of 10 minutes.• Any photographic images included must not exceed 10 images.• Any supporting materials/text must not exceed 750 words.

(Total for Activity 2 = 24 marks)

TOTAL FOR TASK = 60 MARKS

Set Task Information

Below is the information on the employment opportunity being offered and details of the organisational profile, performance project and workshop for you to use when completing your written response and digital promotional portfolio.

Vale Performing Arts Centre: Employment Opportunity

We are currently seeking applications from skilled practitioners to join us to perform in our '*Cohesion*' performance project.

We are looking for creative individuals with excellent performance skills who have the ability to interpret existing works as well as develop new material. You will need to be a good team player, who can work flexibly. The project will bring together a range of different performances to showcase and celebrate the diversity of our local culture.

You will need to demonstrate your understanding of our organisation, the work we do and the demands of this particular project. You will also need to be capable of contributing ideas towards the content and delivery of the workshops that will be programmed alongside the performance project. You should use relevant examples from your own work to justify your ideas and the skills you are able to offer.

Organisational Profile

Vale Performing Arts Centre is a vibrant, multidisciplinary performing arts venue, presenting performances ranging from the popular and mainstream to those that are much more alternative.

We take pride in the breadth of work we offer and are committed to fulfilling our mission, which is to create interesting and dynamic work. We are a breeding ground for ambitious and innovative artistic practice and present diverse arts events that cater for all sections of the local community.

We are a registered charity who receive funding from the local council and have recently secured NPO (National Portfolio Organisation) status from the Arts Council for the next three years. This will help us to deliver our agenda of opening access to the arts for all.

Vale Performing Arts Centre has a strong reputation for encouraging equality and diversity both within the organisation and within the local community. Each year we deliver a community project, which celebrates the mix of cultures in the locality and helps to promote the vibrant cultural scene that makes Vale such a fantastic place to live, work and visit. An essential component of the '*Cohesion*' performance project is to engage the local community with the work of the Arts Centre in order to increase the range and number of visitors to the venue and the local area.

Performance Project Outline

As part of our latest project we are planning to develop and stage a week-long programme of different performances under the overall theme of '*Cohesion*'.

As part of this project we intend to have a multidisciplinary cross-cultural showcase performance piece. This will involve professional performers and members of the local community who will work together with a ground-breaking creative team to create a major piece of new work.

Performers will take part in this showcase and the other performances during the week. These performances will involve both original work and existing repertoire and a variety of performance disciplines could be incorporated into the work for this project. Performances are likely to encompass a range of genres from traditional forms to more experimental work. The programme of work will appeal to all sections and age groups within our community.

Our '*Cohesion*' performance project will entertain, enhance and promote the arts in the local area. Our local community is made up of many different cultures and our intention is to celebrate what makes Vale a vibrant place to be.

Workshop Requirements

As part of the programme of events for the '*Cohesion*' performance project, we will offer workshops to a range of groups in the local community. The overall aim of these workshops is to engage the local community, build cohesion, extend understanding of equality and diversity and to promote positive relationships.

The workshops will take place in a variety of community settings for a wide range of participants and age groups.

As part of your submission, we welcome your creative ideas for these workshops. Your ideas should excite, interest and add value to the programme of events for our '*Cohesion*' performance project.

Do you have the skills to perform and run workshops in order to be an advocate for our community event, our arts centre and the arts?