

## Pearson BTEC Level 3 Nationals Extended Diploma

**Window for supervised assessment:**

**Monday 6 January 2020 – Friday 17 January 2020**

Supervised Hours: 10 hours

Paper Reference **31561H**

### **Performing Arts**

**Unit 7: Employment Opportunities in the  
Performing Arts**

**Part S**

**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 four 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 two-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 saved electronically and all learner evidence should be submitted in accordance with the Administrative Support Guide.

### 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 the learners' own work.
- At the end of the supervised period a PDF of the written response 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 their 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 the learner's 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. These notes 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.

Each learner must complete an authentication sheet.

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

The deadline for submission is 21 January 2020.

## **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 four 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.

You must complete an authentication sheet.

## Set Task Brief

You must produce a written response and a digital promotional portfolio to apply for a job with the touring performance company, 'The Cornfield Players'.\*

You will find information about 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.

\* 'The Cornfield Players' is a fictional name created for the purpose of this task.

## Set Task

You need to produce a written response and digital promotional portfolio to persuade 'The Cornfield Players' that you are a suitable candidate to participate in the *Stay On Track* 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

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

You will have to show your understanding of the organisation's profile, give details of your skills and experience and explain how your skills and experience are relevant to the work of 'The Cornfield Players'.

During this activity, you will need to demonstrate your:

- understanding of the organisation, 'The Cornfield Players'
- understanding of the *Stay On Track* 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.

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**(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 promotional portfolio should include extracts of practical work to support your application to work with 'The Cornfield Players' on the *Stay On Track* performance project.

You should choose examples of your work relevant to your skills and experience to include in your digital promotional portfolio.

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 most effective way 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 and reviews).

You will be assessed on your ability to produce a digital promotional portfolio that shows your 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 <b>2000</b> words.
Digital promotional portfolio	There is a choice about the amount of evidence learners submit. Evidence <b>limits</b> are below. <ul style="list-style-type: none"><li>• Any video <b>and/or</b> audio material <b>must not</b> exceed a total of <b>10</b> minutes.</li><li>• Any photographic images included <b>must not</b> exceed <b>10</b> images.</li><li>• Any supporting materials/text <b>must not</b> exceed <b>750</b> words.</li></ul>

**(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.

### Employment Opportunity: 'The Cornfield Players'

We want creative and motivated performing arts practitioners to join us for our *Stay on Track* performance project. If you have first rate performance skills and an aptitude for touring then we are waiting to see what you can do. You will be part of a great team of experienced and talented practitioners who believe that their diversity is a real strength. The tour will be demanding, but it will be rewarding because it will bring the performing arts to rural communities across the region.

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 share your ideas about 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

'The Cornfield Players' is an established rural touring performance company. We perform well-known repertoire as well as creating new and original performance work. We have a responsibility to perform work that rural community audiences across a range of age groups will enjoy and find meaningful. We perform in a range of community spaces including village halls, schools and pubs, to audiences of all sizes.

We receive public sector funding through local and regional community grants as well as third sector support for some of our projects.

We aim to widen access to the arts through our performances and our outreach workshops. Our company is made up of multi-talented performers who can take on a range of roles and responsibilities and act as ambassadors for the arts.

### Performance Project Outline

We are currently due to start work on the *Stay On Track* performance project that is being financially supported with a heritage grant. This project will use multidisciplinary performances to tell the stories of the people and places that were associated with the old, disused railway line that ran through the region for many years. The railway line was closed a number of years ago. We now have a chance to celebrate the people and places, past and present, that make up the rich heritage of these local rural and market town communities.

Many of these areas would benefit from greater access to the arts and we hope this project will demonstrate how the arts can be a part of supporting and enriching communities.

The performances will mix established and well-known performing arts repertoire with newly created original work and reflect the diverse range of people that will make up our audiences.

## **Workshop Requirements**

*Stay On Track* performances will be enhanced by a programme of outreach workshops. Ideas and stories will be further explored through participatory workshops. Workshops will be run in partnership with local community groups exploring the stories of these rural communities.

As part of your submission, we welcome your imaginative ideas for these workshops. Your ideas should inspire, interest and add value to the programme of events for our *Stay On Track* performance project.

If you have the motivation to create and perform work and run community workshops you could be the person we are looking for!