Delivery guide

NCFE Level 2 Technical Award in Interactive Media
QN: 603/0852/7

Sample delivery and assessment plan

1. This plan is based on 2 year delivery. This will change with school timetable, festivals and holidays, training days, school events, study leave arrangements, which day lessons occur on etc.
2. This is only an example – centres may choose to deliver and assess units in a different order, taking into account the timings of the external assessment.
3. Guided Learning Hours (GLH) are 30 GLH each for units 01 and 02, 40 GLH for unit 03 and 20 GLH for unit 04.
4. External assessment dates vary – please check here for details www.ncfe.org.uk/schools/v-certs/assessment-windows.
5. It's advised the that grading of each unit takes place as soon as possible after the learner has completed their Internal Assessment Tasks and that this is closely followed by Internal Quality Assurance (IQA) and submission of grades. The first External Quality Assurance (EQA) visit should then take place – also as soon as possible after the first round of Internal Quality Assurance in order to allow your External Quality Assurer to offer support and guidance on your delivery and assessment (please note this will need to be scheduled in advance with the External Quality Assurer to ensure availability).
6. Once the agreed grades have been 'banked' by the External Quality Assurer (first attempt) the learners should be provided with an opportunity to add to their assessed evidence to improve their grade as soon as is practicable (second attempt). This will ensure the unit is still fresh in their minds and the additional evidence should then be assessed and Internally Quality Assured in preparation for External Quality Assurance.

	Year 1						Year 2					
	Autumn 1st half term	Autumn 2nd half term	Spring 1st half term	Spring 2nd half term	Summer 1st half term	Summer 2nd half term	Autumn 1st half term	Autumn 2nd half term	Spring 1st half term	Spring 2nd half term	Summer 1st half term	Summer 2nd half term
Unit 01	■	■								■	■	■
Unit 02			■	■	■					■		■

Unit 03													
Unit 04													

Unit 01	Unit 02	Unit 03	Unit 04	Teaching and Learning	Assessment	Quality Assurance
				Year 1 Autumn term - 1st half term		
				Unit 01 LO1 delivery Unit 01 LO2 delivery	Interim assessment LO1 and LO2	
				Year 1 Autumn term - 2nd half term		
				Unit 01 LO3 delivery Issue internal assessment 1 Learners work on internal assessment 1	Interim assessment LO3 Summative assessment of unit 01 LO1–LO3	IQA unit 01 LO1–LO3/internal assessment 1
				Year 1 Spring term - 1st half term		
				Unit 02 LO1 delivery Unit 02 LO2 delivery	Interim assessment LO1 and LO2	
				Year 1 Spring term - 2nd half term		

Unit 01	Unit 02	Unit 03	Unit 04	Teaching and Learning	Assessment	Quality Assurance
				Unit 02 LO3 delivery Unit 02 LO4 delivery Issue internal assessment 2	Interim assessment LO3 and LO4	
Year 1 Summer term – 1st half term						
				Learners work on internal assessment 2	Summative assessment of unit 02 LO1–LO4	IQA unit 02 LO1–LO4/internal assessment 2 **Submission of unit 01 and unit 02 grades to NCFE.**
Year 1 Summer term - 2nd half term						
				Unit 03 LO1 delivery Unit 03 LO2 delivery	Interim assessment LO1 and LO2	
Year 2 Autumn term - 1st half term						
				Unit 03 LO3 delivery Issue internal assessment 3 Learners work on internal assessment 3	Interim assessment LO3 Summative assessment of unit 03 LO1LO3	IQA unit 03 LO1–LO3/internal assessment 3
Year 2 Autumn term - 2nd half term						

				Unit 04 LO1. delivery Unit 04 LO2. delivery	Interim assessment LO1 and LO2	
Year 2 Spring term - 1st half term						
				Unit 04 LO3. delivery Issue internal assessment 04	Interim assessment LO3	
Year 2 Spring term - 2nd half term						
				Revision/preparation for external assessment	**External assessment (first opportunity)**	
Year 2 Summer term - 1st half term						
				Learners work on internal assessment 4	Summative assessment of unit 04 LO1–LO3	IQA unit 04 LO1-LO3/internal assessment 4
Year 2 Summer term - 2nd half term						
				Revision/preparation for external assessment	**External assessment (resit opportunity)**	**Submission of unit 03 and unit 04 grades to NCFE.**

Scheme of work

Below is a scheme of work that you may choose to follow when delivering the NCFE Level 2 Technical Award in Interactive Media (603/0852/7).

- It should be read alongside the sample delivery and assessment plan.
- It's designed to offer centres some ideas for delivery of these qualifications; it does not represent the detail of lesson planning necessary in many schools eg starter/plenary activities, homework tasks, literacy and numeracy.

- All activities are examples only and can be substituted to suit the individual situation of the school, Teachers and learners.
- Internal Assessment Sample Tasks to support this scheme of work are available on the qualification page on our website.

This scheme of work is based on delivery over 2 years, allowing flexibility with 2 opportunities to sit the external assessments. The 120 GLH are split up over 76 weeks with 2 hours' delivery each week including time for revision for the external assessments.

Unit number	Learning outcome(s)	Teaching and learning activities	Assessment	Notes
Year 1 Autumn term – 1st half term				

Unit number	Learning outcome(s)	Teaching and learning activities	Assessment	Notes
01	**LO1**	The Teacher introduces a range of interactive media products (at least three different platforms) and talks about their associated techniques and processes. Group task: learners to discuss the points below in groups and make notes. • Features, eg navigation, links, hit counters, help, multimedia, leader boards, levels, power-ups, credits. • Target audiences, eg age, interests, location, lifestyle, income, gender etc. • Sources, eg Internet, books, technical manuals, magazines. • Processes, eg storyboards, mood boards, wireframes, scripts, risk analysis, flow charts, coding, testing. • Techniques, eg sound editing, animation, video editing, image manipulation, interactive media authoring software. • Health and safety, eg comfortable workstations, adjustable chairs, foot supports, correct lighting, frequent breaks. The learner should keep evidence of the research into the features of interactive media products, target audiences and health and safety. Learners must cover sources, processes and techniques needed for the development of an interactive media product. (at least three different products on three different platforms).	Interim assessment LO1 (this should be recorded in the school preferred system via feedback, targets and action plans)	Evidence could include: • digital or physical presentation • poster • written report • leaflet • audio/visual narrative • annotated diagram/screenshots • blog/vlog • digital showcase • podcast.

01	LO2	Learners will undertake experimentation to create a range of (at least three) interactive media products and show use of associated tools and processes using appropriate software. The three experimentations could be prototypes or samples of techniques they want to investigate further. The experimentations should clearly show: • use of appropriate software (eg Photoshop, Illustrator, Dreamweaver, Flash, PowerPoint) • image manipulation • sound creation and manipulation • website authoring • Multimedia authoring • video editing • animation techniques.	Interim assessment LO2 (this should be recorded in the school preferred system via feedback, targets and action plans)	Evidence could include: • digital or physical presentation • poster • written report • leaflet • audio/visual narrative • annotated diagram/screenshots • blog/vlog • digital showcase ☐ podcast.
Year 1 Autumn term - 2nd half term				
01	LO3	Learners will peer review their experimentation and consider what went well/not so well. They should be provided with a resource to record the peer feedback (eg handout or Dictaphone to audio record). **Issue internal assessment 1** Learners work on internal assessment 1 via facilitated sessions (no feedback from the Assessor should be given within the summative assessment period).	Interim assessment LO3 (this should be recorded in the school preferred system via feedback, targets and action plans) **Summative assessment of unit 01 LO1–LO3**	Evidence could include: • written or verbal response ☐ video with commentary • surveys and questionnaires.

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Unit number	Learning outcome(s)	Teaching and learning activities	Assessment	Notes
01	LO3	It is at the discretion of the school when the internal assessment is issued and the duration that is allocated, however this should only be when the Assessor is confident that all unit content has been delivered and learners are able to be assessed.		
Year 1 Spring term - 1st half term				
02	LO1	The Teacher should present examples (at least three) of project proposals for interactive media products and discuss the content and how the designer/developer uses the proposals to create a product. Group task: learners to discuss the points below in groups and make notes: • product • content requirements • target audience • technical requirements • house style • client needs • limitations/constraints • resources • time frame. Learners are issued a handout that they must complete individually based on the three example proposals. There should be examples of good and poor practice for review.	Interim assessment LO1 (this should be recorded in the school preferred system via feedback, targets and action plans)	Evidence could include: • digital or physical presentation • written report • audio/visual narrative ▢ blog/vlog ▢ podcast.

Unit number	Learning outcome(s)	Teaching and learning activities	Assessment	Notes
02	**LO2**	The learners produce a draft proposal in pairs or small groups from a choice of Teacher set themes. The drafts must include the following: • a description of the idea • target audience • resources/tools/techniques • the intended platform of the product • content and how this will be acquired • interactive features • time frame. Learners peer review the proposals and record feedback.	Interim assessment LO2 (this should be recorded in the school preferred system via feedback, targets and action plans)	Evidence could include: • digital or physical presentation • written report • technical specification.
**Year 1 Spring term - 2nd half term**			
02	**LO3**	The Teacher discusses the types of project plans required to realise the draft proposals from the previous sessions. Learners then work individually to make a plan for the production of the interactive media product from the draft proposals. They should be fully aware of all of the processes they will need to undertake, stages of production and how they will acquire or create assets.	Interim assessment LO3 (this should be recorded in the school preferred system via feedback, targets and action plans)	Evidence could include: • digital or physical plans • written plans • diagrams • technical specification.

Unit number	Learning outcome(s)	Teaching and learning activities	Assessment	Notes
02	LO4	Learners will write an individual review of the draft proposal and planning documents and consider: • how well planning addressed the proposal • choice of interactive media product • the intended platform of the product • selection of assets and processes • feedback • timescales/meeting the deadlines. **Issue internal assessment 2** Learners work on internal assessment 2 via facilitated sessions (no feedback from the Assessor should be given within the summative assessment period). It is at the discretion of the school when the internal assessment is issued and the duration that is allocated, however this should only be when the Assessor is confident that all unit content has been delivered and learners are able to be assessed.	Interim assessment LO4 (this should be recorded in the school preferred system via feedback, targets and action plans)	Evidence could include: • annotated screen shots • written or verbal response • video with commentary • surveys and questionnaires.
Year 1 Summer term - 1st half term				
02	LO1–LO4	Learners work on internal assessment 2 via facilitated sessions (no feedback from the Assessor should be given within the summative assessment period).	**Summative assessment of unit 02 LO1–LO4**	

Unit number	Learning outcome(s)	Teaching and learning activities	Assessment	Notes
		Year 1 Summer term - 2nd half term		
03	**LO1 and LO2 (combined delivery)**	Teacher demonstration using different software to edit images, sound, video, create assets and author interactivity. Learners work through tutorials or handouts to create small prototypes and samples to use as an archive of examples of techniques. These can then be referred to later. Learners should also take design/technical notes that can be referred to during the internal assessment. Teachers should ensure learners are aware of the correct directory folder structures, showing logical layout of structures including appropriate file and directory names. Demonstration and lessons regarding file types and exporting options in appropriate formats for a range of different platforms (eg web, mobile, standalone). Demonstrations of using different hardware such as scanners, cameras, graphic tablets, microphones etc. The importance of testing the products and recording the process.	Interim assessment LO1 and LO2 (this should be recorded in the school preferred system via feedback, targets and action plans)	Evidence could include: • digital or physical presentation • written report • audio/visual narrative • annotated screenshots • blog/vlog • screen capture • podcast • prototypes • samples

Unit number	Learning outcome(s)	Teaching and learning activities	Assessment	Notes
		Year 2 Autumn term - 1st half term		
03	**LO3** include:	Learners review their work in groups and with the Teacher, and record feedback. LO3 □ annotated screen shots The learner must consider: (this should be □ written or verbal recorded in the □ surveys and questionnaires • the effectiveness of the samples/prototypes school preferred Teacher feedback. • feedback from the target audience/end-user system via • strengths and weaknesses feedback, targets • ways to improve their working processes and their interactive media samples/prototypes. **Summative** **Issue internal assessment 3 assessment of unit 03 LO1–LO3** Learners work on internal assessment 3 via facilitated sessions from the Assessor should be given within the summative period).	Interim response □ peer and and action plans) (no feedback assessment	assessment Evidence could
		It is at the discretion of the school when the internal assessment is issued and the duration that is allocated, however this should only be when the Assessor is confident that all unit content has been delivered and learners are able to be assessed.		
		Year 2 Autumn term - 2nd half term		

| 04 | LO1 | Teachers explain, using examples, the purpose of presenting an interactive media product.

This must focus on the type of product, different clients and describe how to meet their needs eg website to promote an event, interactive kiosk for a listed building, games aimed at educating primary school children. | Interim assessment LO1 | Evidence could include:
• digital or physical presentation
• written report
• audio/visual narrative
• blog/vlog
• digital showcase
• podcast. |

Unit number	Learning outcome(s)	Teaching and learning activities	Assessment	Notes
04	LO1	Learners research individually, using a handout, job opportunities within the interactive media industry and types of contracts (eg contractual, permanent and freelance employment). Learners will research at least three examples of how to present a product in the interactive media industry (eg digital portfolio/CV, online presence, promotional video, viral marketing, interactive showcase etc). Learners will identify methods of self-promotion (eg exhibitions, gallery, web presence and social media). They will identify the most effective method for their own way of working.	(this should be recorded in the school preferred system via feedback, targets and action plans)	

Unit number	Learning outcome(s)	Teaching and learning activities	Assessment	Notes
04	LO2	Teachers will discuss examples of how learners could produce a display of their work for a specified audience within the interactive media industry. Learners will work in groups to plan a presentation based on a Teacher provided scenario, or choice of scenarios.	Interim assessment LO2 (this should be recorded in the school preferred system via feedback, targets and action plans)	Evidence could include: • digital or physical presentation • written report • audio/visual narrative • blog/vlog • digital showcase • podcast.
		Year 2 Spring term - 1st half term		
04	LO3	Learners will peer review the presentation plans in small groups. They will record the feedback and individually review the following: • selection of format and medium • use of hardware/software ⬛ strengths and weaknesses ⬛ areas for improvement.	Interim assessment LO3	Evidence could include: • digital or physical presentation • written report • audio/visual narrative • blog/vlog • digital showcase • podcast
Unit number	**Learning outcome(s)**	**Teaching and learning activities**	**Assessment**	**Notes**
04	LO3	**Issue internal assessment 4** Learners work on internal assessment 4 via facilitated sessions (no feedback from the Assessor should be given within the summative assessment period). It is at the discretion of the school when the internal assessment is issued and the duration that is allocated, however this should	(this should be recorded in the school preferred system via feedback, targets and action plans)	

		only be when the Assessor is confident all the unit content has been delivered and learners are able to be assessed.		
Year 2 Spring term - 2nd half term				
Units 01-04	**All LOs**	Revision/preparation for external assessment**.**	**External assessment (first opportunity)**	
Year 2 Summer term - 1st half term				
04	**LO3**	Learners work on internal assessment 4 via facilitated sessions (no feedback from the Assessor should be given within the summative assessment period). It is at the discretion of the school when the internal assessment is issued and the duration that is allocated, however this should only be when the Assessor is confident all the unit content has been delivered and learners are able to be assessed.	**Summative assessment of unit 04 LO1–LO3**	
Year 2 Summer term - 2nd half term				
Units 01-04	**All LOs**	Revision/preparation for external assessment.	**External assessment (resit opportunity)**	