

QUALITY ASSURANCE MEETING

MEDIA PRODUCTION FOUNDATIONS LEVEL 2, MED215117

Quality Assurance Method (as stated in the accredited course document):

Each provider will submit bodies of students' work, sufficient to allow an assessment against a nominated range of criteria and the overall award to an annual review meeting organised by TASC. The body of work will be one of the learners' major products that tells a story in their chosen media option.

The work, while not necessarily fully resolved, will be assessed by the provider against the range of nominated assessment criteria and the overall award. TASC will give each provider guidance regarding the selection of learners and the nominated criteria.

Each body of learner work that providers submit to the meeting should include sufficient and appropriate material for judgements to be made about the learner's standard of ICT skills.

The review meeting will give advice about the provider's assessment standards. Providers are expected to act on this advice.

Quality Assurance Requirements:

Each provider will submit **four (4)** bodies of student work.

The bodies of work to be submitted to the meeting will represent:

- 3 at borderline SA/PA award
- 1 at the clear overall standard of an HA award

In cases where this range is not available four samples are still required if four or more students are enrolled. Samples may be selected from what is available.

Each body of work will comprise one (1) product that tells a story in either radio or TV/film or print. It will include **documentation of the production process** (pre-production, production, and post-production) involved from initial stages to the completion of the product, and evaluation of its effectiveness.

In its **totality**, the body of work will supply sufficient evidence for:

- assessment against the nominated criteria on the Record Sheets. The body of work (in its totality) will provide evidence against the majority of each criterion's standards, noting that some standards (such as those related to a process) cannot be easily evidenced in work tabled at a meeting.
- judgements to be made about the learner's standard of ICT skills

If equipment, software and/or hardware is required to view/hear the body of work, it is the provider's responsibility to ensure that such equipment is available at the meeting.

Each body of work will be of a size/scope that can be assessed (not corrected or marked) in a reasonable amount of time (e.g. no more than 15 minutes per body of work)

Record sheets for this course are provided below. These must be printed by the provider (single-sided), completed as indicated, and attached to the bodies of student work. Guidance and examples regarding the nature of bodies of student work and how to complete record sheets is available in the meeting Information Kit via the website page:

www.tasc.tas.gov.au/providers/quality-assurance/quality-assurance-meetings-2/

The bodies of student work and associated Record Sheets must be brought to the meeting by an appropriate teacher who will participate in the quality assurance process.

Providers are responsible for costs associated with the provision of materials and teacher attendance at the quality assurance meeting.

Meeting Details

Venue, date, and time information will be made available at the webpage:

www.tasc.tas.gov.au/providers/quality-assurance/quality-assurance-meetings-2/

PROVIDER RECORD SHEET

MEDIA PRODUCTION FOUNDATIONS LEVEL 2, MED215117

Identification:

Provider	
Student TASC ID Code	
Student Name	

Provider Assessment:

Nominated Criteria	Provider Rating
1. Communicate media ideas and information	
2. Reflect on, and respond to media works of self and others	
3. Recognise and apply media conventions	
4. Select and use media technologies and techniques	
<p style="text-align: right;">Overall Award</p> <p>(How to determine an award is discussed on p.12 of the Quality Assurance Meetings Information Kit)</p>	

Note:

The ratings and overall award are for the **whole body of work**. The tasks that make up the body of work are **not** to be given separate ratings/awards.

All parts of this form are to be completed by the provider and be presented with the student's body of work.

MEETING RECORD SHEET

MEDIA PRODUCTION FOUNDATIONS LEVEL 2, MED215117

Identification:

Provider	
Student TASC ID Code	
Student Name	

The above part of this form is to be completed by the provider and must be presented with the student's body of work **behind** the Provider Record Sheet.

Meeting Assessment:

Nominated Criteria	Meeting Rating Round 1	Meeting Rating Round 2
1. Communicate media ideas and information		
2. Reflect on, and respond to media works of self and others		
3. Recognise and apply media conventions		
4. Select and use media technologies and techniques		
Overall Award		

Comments from meeting:

QA MEETING CHECKLIST

WHAT DO I BRING TO THE MEETING?

What to Bring	✓
For EACH of the four bodies of work:	
A completed Provider Record Sheet* (noting that these will be removed by a TASC Officer prior to the start of the meeting).	
A Meeting Record Sheet* with the identification section (only) completed and attached to the matching Provider Record Sheet.	
The body of work (behind the record sheets):	
<ul style="list-style-type: none"> • Contains the materials noted in the Requirement above (e.g. has the correct work requirement tasks or project features) 	
<ul style="list-style-type: none"> • Provides evidence against the majority of each of the four criterion's standards 	
<ul style="list-style-type: none"> • Does not include marks/grades or comments 	
<ul style="list-style-type: none"> • Can be reasonably assessed in around 10-15 minutes 	
<ul style="list-style-type: none"> • Does not include group work (it was done only by the noted student). 	
AND:	
A copy of the course document (especially the criteria/standards section) for reference during the meeting.	
Any equipment (such as laptops) needed for small groups to view items that make up the bodies of student work.	

*Note: Do not copy the Provider Record Sheet with the Meeting Record Sheet on the back of the same page. Both documents need to be separate, standalone items.