



Purpose Statement

BIIAB Level 3 Certificate in Principles of the Creative and Cultural Sector – C00/0712/4

Overview

This qualification will help learners to develop knowledge and understanding in the principles of the creative and cultural sector.

The primary purpose of the qualification is to prepare for further learning or training by developing knowledge and/or skills in a subject area.

This qualification is the knowledge component within the suite of creative and cultural sector apprenticeships at Level 3.

Due to constant regulatory, policy and funding changes users are advised to check this qualification has been placed in the relevant Apprenticeship Framework and / or is funded for use with individual learners before making registrations. If you are unsure about the qualification's status, please contact BIIAB Qualifications Limited.

Who is this qualification for?

This qualification is appropriate for use in the following age ranges:

- > 16-18
- > 19+

Skills and Education Group Awards expects approved centres to recruit with integrity on the basis of a learner's ability to contribute to and successfully complete all the requirements of a unit(s) or the full qualification.

What does the qualification cover?

To achieve the BIIAB Level 3 Certificate in Principles of the Creative and Cultural Sector learners **must** gain a total of **15** credits. This **must** consist of:

- > Mandatory Group A **minimum** credit: **8**
- > Optional Groups **minimum** credit: **7 (barred units apply)**
 - > A **minimum** of **7** credits must be achieved from **ONE** of **6 optional pathways**:
 - > **Optional Group B: Community Arts**

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Learners must achieve the Mandatory Unit plus a minimum of 2 credits from the Optional Units.

- > **Optional Group C: Cultural Venue Operations**
Learners must achieve the Mandatory Unit plus a minimum of 2 credits from the Optional Units.
- > **Optional Group D: Live Events**
Learners must achieve the Mandatory Unit plus a minimum of 3 credits from the Optional Units.
- > **Optional Group E: Music Business**
Learners must achieve a minimum of 5 credits from the Optional Music Business Units plus a minimum of 2 credits from the General Optional Units.
- > **Optional Group F: Costume and Wardrobe**
Learners must achieve the Mandatory Unit plus a minimum of 3 credits from the Optional Units taking account of the following barred combination: The unit 'Keep up to date with developments in the arts (R/601/7771)' is barred against the unit 'Principles of technical and production developments in the live arts (A/503/0259)'.
- > **Optional Group G: Technical Theatre**
Learners must achieve the Mandatory Unit plus a minimum of 4 credits from the Optional Units.

This qualification has been developed based upon industry feedback as to the fundamental knowledge and skills required to work in the sector at the level.

Listed below are the qualification units.

Unit Title	Unit Number	Level	Credit Value	GL
Mandatory Group A Minimum Credit Target – 8				
Understand the Creative and Cultural Industry	D/503/0271 CCS9	3	4	23
Principles of personal responsibilities and how to develop and evaluate own performance at work	D/601/7644 CCS10	3	4	32

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Optional Group B: Community Arts – Mandatory Unit				
Keep up to date with developments in the arts	R/601/7771 CCS11	3	6	48
Optional Group B: Community Arts – Optional Units				
Principles of project management	A/601/7652 CCS12	3	2	16
Principles of working with and supervising others in a business environment	H/601/7645 CCS13	3	3	24
Principles of customer service delivery	L/600/0659 CCS14	3	6	50
Optional Group C: Cultural Venue Operations – Mandatory Unit				
Principles of customer service delivery	L/600/0659 CCS14	3	6	50
Optional Group C: Cultural Venue Operations – Optional Units				
Principles of project management	A/601/7652 CCS12	3	2	16
Principles of working with and supervising others in a business environment	H/601/7645 CCS13	3	3	24
Optional Group D: Live Events – Mandatory Units				
Principles of budgets in a business environment	F/601/7653 CCS15	3	2	16
Understand the role of marketing and advertising in live events and promotion	K/601/6321 LEP31	3	2	16
Optional Group D: Live Events – Mandatory Units				
Principles of working with and supervising others in a business environment	H/601/7645 CCS13	3	3	24
Principles of project management	A/601/7652 CCS12	3	2	16
Keep up to date with developments in the arts	R/601/7771 CCS11	3	6	48

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Optional Group E: Music Business – Optional Units				
Understand the production of promotional material for the music industry	J/601/6679 CCS16	3	3	18
Understand how artist agreements and contracts work	A/601/6663 CCS17	3	3	18
Understand record label identity and branding	J/601/6682 CCS18	3	3	18
Understanding the impact of emerging technology on the music industry	J/505/1308 CCS19	3	2	12
Optional Group E: Music Business – General Optional Units				
Principles of project management	A/601/7652 CCS12	3	2	16
Principles of working with and supervising others in a business environment	H/601/7645 CCS13	3	3	24
Optional Group F: Costume and Wardrobe – Mandatory Unit				
Principles of Planning Costumes for a Production	Y/503/0270 CCS20	3	4	21
Optional Group F: Costume and Wardrobe – Optional Units				
Principles of project management	A/601/7652 CCS12	3	2	16
Awareness of health and safety in the creative and cultural sector	J/601/6715 CCS6	2	2	14
Keep up to date with developments in the arts	*R/601/7771 CCS11	3	6	48
Principles of technical and production developments in the live arts	*A/503/0259 CCS8	2	3	18
Principles of working with and supervising others in a business environment	H/601/7645 CCS13	3	3	24

***These two units are barred against one another.**

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Unit Title	Unit Number	Level	Credit Value	GL
Optional Group G: Technical Theatre – Mandatory Unit				
Principles of technical and production developments in the live arts	A/503/0259 CCS8	2	3	18
Optional Group G: Technical Theatre – Optional Units				
Principles of project management	A/601/7652 CCS12	3	2	16
Awareness of health and safety in the creative and cultural sector	J/601/6715 CCS6	2	2	14
Principles of working with and supervising others in a business environment	H/601/7645 CCS13	3	3	24

Assessment

This qualification is internally assessed and requires internal and external moderation. Specific requirements and restrictions may apply to individual units within qualifications. Please check unit and qualification details for specific information.

Centres must take all reasonable steps to avoid any part of the assessment of a learner (including any internal quality assurance and invigilation) being undertaken by any person who has a personal interest in the result of the assessment.

Overview of assessment strategy

The Assessment Strategy has been designed in conjunction with an expert panel, and a steering group. All Centres must adhere to the designed assessment strategy for this qualification.

The qualification contains knowledge units. BIIAB has developed Assessment Knowledge Modules (AKMs) for the following units:

CCS9	D/503/0271	Understand the Creative and Cultural Industry
CCS10	D/601/7644	Principles of personal responsibilities and how to develop and evaluate own performance at work



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The AKMs are externally set and internally marked assessments, containing a series of questions, marked and internally verified by the centre and with external verification by the BIIAB External Quality Assurer (EQA).

Assessments provided by BIIAB Qualifications Limited will ensure that effective learning has taken place and that learners have the opportunity to:

- > Meet the assessment criteria
- > Achieve the learning outcomes

Centres must obtain approval for any Centre-Devised Assessments before their use. Please contact BIIAB Qualifications Limited for details of the Centre Devised Assessment process and procedure.

Assessment of Knowledge Units

When assessing the knowledge and understanding based unit, it is important that the chosen assessment methodology is appropriate to this and is accurately recorded.

Assessment methodologies that are appropriate for the knowledge and understanding units include:

- > Professional discussion
- > Learner reflective accounts
- > Question and answer
- > Assignments and projects

These **must** be planned, assessed and verified by centres, using approved and robust systems and procedures.

Assessors and IQAs **must** ensure that they are able to demonstrate their own CPD and competence across the units being delivered and assessed, because of the nature of the theoretical content that has to be covered.

Particular attention must be paid to units which permit learners to use their places of study or research of organisations in order to achieve the unit, and those which can only be achieved if the learner is in current employment, or there is recognition of prior learning from extensive experience in that particular occupational sector.

Assessments will be accessible and will produce results that are valid, reliable, transparent and fair. BIIAB Qualifications Limited will ensure that the result of each assessment taken by a learner in relation to a qualification reflects the level of attainment demonstrated by that learner in the assessment and will be based upon the achievement of all of the specified learning outcomes.



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BIIAB Qualifications Limited will make every effort to ensure that it allows for assessment to:

- > be up to date and current
- > reflect the context from which the learner has been taught
- > be flexible to learner needs

Please refer to the [Instructions for the Conduct of Examinations and Other External Assessment](#) for further information.

What could this qualification lead to?

The qualification is designed to equip learners with the knowledge to work effectively in the Creative and Cultural Sector in a number of roles within one of the following areas: Community Arts and Cultural Venue Operations, Live Events, Music Business, Costume and Wardrobe or Technical Theatre. It also will allow for a number of progression routes into Level 4 qualifications, to employment or into other areas of learning.

Achievement of the qualification offers opportunities for progression, including:

- > A Creative and Cultural Sector Intermediate Apprenticeship

Centres should be aware that Reasonable Adjustments, which may be permitted for assessment, may in some instances limit a learner's progression into the sector. Centres must, therefore, inform learners of any limits their learning difficulty may impose on future progression.

Further Information

Further information on the qualification can be found on the Skills and Education Group Awards website.