Academic year 2021-22



SUBMISSION DEADLINE:
12 weeks after delivery is complete

BTEC LEVEL 2

Teamwork and Personal Development in the Community

UNIT 12 E-WORKBOOK

Planning and Creating a Music Product

LEARNER NAME:	**CVQO REF:** VQ
EMAIL ADDRESS:	**GROUP OR UNIT NAME:**

LEARNER NOTES

This e-workbook is for electronic completion only. Please only use this e-workbook if you have received it **directly** from CVQO or you have downloaded it direct from your Moodle account. E-workbooks are **NOT** transferable between learners because they contain embedded code which identifies you as the learner.

When completed, your e-workbook must be submitted by uploading it into your Moodle account. It can only be accepted this way as you will be asked to make a learner declaration that the submission is your **own** work.

TUTOR NOTES

Learners will receive their e-workbook **directly** from CVQO, or they can download it directly from their Moodle account. The personalised e-workbook is for the learner's work only and it is **NOT** transferable between learners. Please do not share e-workbooks between learners.

If applicable, CVQO assessment forms are included in the e-workbook for information only.

If a CVQO assessment is to be used, the tutor or assessor must use the relevant form by downloading from the tutor area in Moodle or our website. The completed form must then be given to the learner to complete their submission.

Edexcel approved centre. Centre number 01383

BTEC Approved Centre from Pearson

Welcome to the workbook

for Unit 12

This workbook is for you to submit your answers for the written tasks required for Unit 12.

Further instructions are contained in the learning guide, which you should use to help you learn and understand how to complete the tasks. If you feel that you need support or assistance with completing the workbook please ask your tutor.

Referencing

Although you should try to use your own words throughout this workbook, there may be some answers where a quote from elsewhere is acceptable. If you do this, you must use quotation marks and name the source.

Glossary

The following command verbs introduce the different tasks in this workbook and their meanings are given below:

Describe	Think of it as answering the question 'what is it?' Include linked series of relevant points to 'paint a picture with words'.
Identify	This usually tests your skill of remembering information. You might select from a list of options, point something out, or give a list of main features.

Icon key

Icon	Description
	**Learning outcome** Each unit has a series of learning outcomes which indicate the knowledge you are expected to demonstrate when you complete the accompanying tasks or activities.
	**Literacy** This will assess your understanding of the task and demonstrate the quality of your English skills, particularly your use of correct spelling, punctuation and grammar.
	**Task** This requires a written response which links to each assessment criteria (AC).
	**Activity** This requires you to complete a practical activity.

	**Learning** Learn the subject theory.
	**Doing** Put into practice what you have learnt.
	**Listening** Ask yourself how you performed. Listen to feedback from others, i.e. your tutor or peers.
	**Reflecting** Learn from the experience to improve next time.

Unit 12

Planning and Creating a Music Product

Who taught this unit? ...

Task 1: Describe the necessary planning requirements for the creation of a music product

(AC 1.1)

For this task you will need to **DESCRIBE** the planning requirements for your product by completing the boxes below.

First of all *identify* and **DESCRIBE** the music product you intend to create. Using the space below you should then *produce a plan* that **must** include the following:

- How your product matches your intended **audience**
- How your product relates to your chosen **venue**
- How your product makes good use of the **available resources**

Music product: *(You must include a brief description)*	
Plan details:	

....Plan details continued

Within your plan, have you included details on *(please tick)*:

☐ **Audience** ☐ **Venue** ☐ **Available resources**

Task 2: Identify required roles, actions and deadlines for the creation of a music product

(AC 1.2)

There are three parts to this task.

Part a.
IDENTIFY all of the **required roles** needed for your music product.

...

Part b.
IDENTIFY the **key actions** that need to be taken.

...

Part c.
IDENTIFY the **key deadlines** from initial meeting to reviewing your event.

...

Task 3: Describe ways a music product can be marketed and promoted (AC 2.1)



You should now consider how your music product can be marketed and promoted.

DESCRIBE two methods that you are going to use.

Method 1:	

Method 2:	

Task 4: Create a music product

(AC 3.1, 3.2 & 3.3)



This task is in three parts. Each part requires a short piece of reflective writing.

Part a.
What exactly was **your** contribution in the development and delivery of the product?

You must **IDENTIFY** three individual ideas that you contributed to the group and go on to **EXPLAIN** the positive impact that they had.

Idea 1:	
What positive impact did this have?	

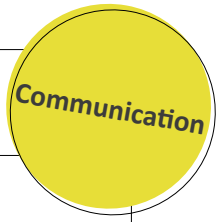
Idea 2:	
What positive impact did this have?	

Idea 3:	
What positive impact did this have?	

Part b.

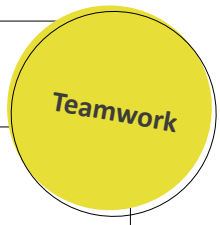
You should **IDENTIFY** one communication skill, one teamwork skill and one personal management skill that you demonstrated throughout the development process. You should then **EXPLAIN** how each skill helped to develop the product.

Communication skill:	



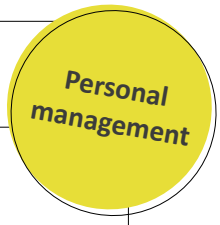
How did this skill help to develop the product?

Teamwork skill:	



How did this skill help to develop the product?

Personal management skill:	



How did this skill help to develop the product?

Part c.
You should now **REFLECT** on how well you followed the creative process. How did your rehearsals go? Were there any gaps in your planning (for example, did you have enough time)?



To support this task:

- **You** must complete and submit a practice log to evidence a minimum of 25 hours rehearsal time (VQF657*).
- **Your tutor** must complete a tutor testimony (VQF656*) and provide evidence of the completed music product.
- **You** must then sign, date and leave a comment on the tutor testimony form **and** submit it with your work to be assessed.

**Both templates can be found at the back of the workbook.*

Task 5: Review own contribution and propose improvements for the future (AC 4.1, 4.2 & 4.3)

There are three parts to this task.

You should use self-reflection and feedback from peers to complete the questions below:

Part a.
You need to **review** your **final music product**.

IDENTIFY three areas of **strength** relating to the **final music product**	Strength
1	
2	
3	

IDENTIFY three areas of **improvement** relating to the **final music product**	Improvement
1	
2	
3	

Part b.
You need to **REVIEW** your contribution to the **creative process**.

IDENTIFY three areas of **strength** relating to the **planning and development process**	
1	
2	
3	

Strength

IDENTIFY three areas of **improvement** relating to the **planning and development process**	
1	
2	
3	

Improvement

Part c.
You have reviewed your contribution to the final music product and the planning process. You should now make proposals for **three** areas for personal improvement that you will implement in future projects.

1	
2	
3	

BTEC Level 2 Teamwork and Personal Development in the Community
Unit 12: Planning and Creating a Music Product

For completion by the VQ Officer or an appropriate assessor.

CVQO registration number:	**VQ**
Learner name (CAPS):	

This form will be used to provide evidence that the learner has:

- Contributed ideas that have had a positive impact on the creation and delivery of a music product
- Demonstrated appropriate communication, teamwork and personal management skills when creating and delivering a music product
- Followed the developmental process for the creation and delivery of a music product

This will support the written work the learner has completed as part of Task 4.

Did the learner contribute ideas that had a positive impact on the creation and delivery of a music product? *Please provide at least one example:*

Did the learner demonstrate appropriate communication, teamwork and personal management skills whilst working with others to create and deliver a music product? *Please provide at least one example of each:*

Did the learner follow the developmental process for the creation and delivery of a music product?
Please provide a comment to explain your answer.

Recorded evidence of the **final music product** must be uploaded by a tutor to an online Nextcloud link. This must be stored in Unit 12 within each individual learner's file.

☐ **I can confirm that the evidence has been uploaded.**

Tutor signature:	*"I confirm that this is a true and accurate account"*		
Tutor name (CAPS):			
Job role:		Date:	

Learner comment:			
Learner signature:		Date:	

When completed this tutor testimony must be passed to the learner. The learner can then sign, date and comment on your feedback and submit it with their work.

BTEC Level 2 Teamwork and Personal Development in the Community.
Unit 12: Planning and Creating a Music Product
Practice Log

For completion by the learner.

CVQO registration number:	**VQ**
Learner name (CAPS):	

To complete this unit you must work as part of a group with support from a tutor to develop and create a music product. Use this practice log to record a minimum of 25 hours rehearsal time.

Date	Hours	Supervised ✓	Independent ✓	Notes
2 September	1 hour	✓		We rehearsed the march as a first run through together and thought about the suitability of it for our planned performance. Our tutor told us that we needed to keep in time together and improve our intonation. I now need to work on my tuning, pitching and timing.
5 September	1 hour		✓	We practised the march and found it difficult to keep to a strict tempo. We agreed to practice individually using a metronome set to 100 beats per minute and then try again as a group in two days' time.

Date	Hours	Supervised ✓	Independent ✓	Notes

Learner signature:	*"I confirm that this is a true and accurate account of my rehearsal time"*
Date:	



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