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**ASSIGNMENT BRIEF – BTEC**

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| **Course/Qualification** | | | BTEC Level 3 Extended Diploma in Creative Media Production (Games Development) | | | |
| **Unit Number(s) and Title covered** | | | Unit 5: Working to a Brief in the Creative Media Industries | | | |
| **Assignment Title and Number** | | | Assignment One: Understanding and Interpreting a Brief | | | |
| **Student Name** | | | Lewis Hawkins | | | |
| **Assessor** | | David Matravers | | **Internal Verifier** | James Shaun | |
| **Date issued** | | 11.10.2018 | | **Submission deadline** | 08.11.2018 | |
| **Assessment Criteria** | **To achieve the criteria, the evidence must show that the student is able to:** | | | | | **Assessor confirm met** |
| **P1** | Describe the requirements of working to a brief | | | | |  |
| **M1** | Explain the requirements of working to a brief with reference to detailed illustrative examples | | | | |  |
| **D1** | Comprehensively explain the requirements of working to a brief with elucidated examples | | | | |  |

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| **Assessor feedback - 1st submission** | | | | | | | |
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| **Did the learner meet the original deadline or agreed extension?** | | Yes  No | | | | | |
| **Assessor signature** |  | | | | **Date** | |  |
| **Resubmission authorised?** | | Yes  No | | | | | |
| **New agreed deadline date for submission** *\* must be within 15 days of receiving original assignment back* | |  | | | | | |
| **Lead Internal Verifier signature** |  | | | **Date** | |  | |
| **Assessor feedback - Resubmission** | | | | | | | |
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| **Assessor signature** (resubmission only) |  | | **Date** | | | |  |

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| **Vocational Scenario/Industrial Context** | | | |
| You have been approached by an up and coming recruitment firm “*Rampant Recruitment”* who specialise in advertising job roles from specific companies however as they are a new company they need to know if a brief can be trusted.  You must comprehensively explain to this company the different types of briefs they could see, how they can read, negotiate and find opportunities within it. | | | |
| **Tasks and criteria covered** | | | |
| Task 1 – **P1, M1, D1**  As stated in the above scenario you will need to comprehensively explain the following topic areas:  **Structure of briefs**: contractual; negotiated; formal; informal; commission; tender; cooperative brief; competition  **Reading a brief**: recognise nature of and demand implicit in brief  **Negotiating the brief**: consultation with client; degree of discretion in interpreting brief; constraints (legal, ethical, regulatory); amendments to proposed final product; amendments to budget; amendments to conditions; fees  **Opportunities**: identify opportunities for self-development; new skills; multi-skilling; contributions to project brief  When writing about these topic areas you should be referencing your own experiences, as well as using elucidated examples to support and improve your points. You should also include how you have had to use these sets of skills to interpret a brief and why each of them are important. | | | |
| **Evidence you must produce for this task** | | | |
| A formal written report with evidence of all bold headings from task. | | | |
| **Sources of information** | | | |
| Textbooks Baylis P, Freedman A, Procter N et al – BTEC Level 3 National Creative Media Production, Student Book (Pearson, 2010) ISBN 978-1846906725  Baylis P, Freedman A, Procter N et al – BTEC Level 3 National Creative Media Production, Teaching Resource Pack (Pearson, 2010) ISBN 978-1846907371 | | | |
| **Student checklist** | | | **Complete?** |
| Proofread | | |  |
| Reference List (if applicable) | | |  |
| All pages attached and numbered – including introduction/conclusion/front sheet | | |  |
| **Authenticity of Evidence Student declaration** | | | |
| I certify that the evidence submitted for this assignment is my own.  I have clearly referenced any sources used in the work.  I understand that false declaration of authenticity (i.e. plagiarised work) is a form of academic misconduct and the relevant College procedures will be instigated if I am found to be in contravention of these. | | | |
| **Student signature** |  | **Date of submission** | 08/11/18 |
| **Re-authentication of Evidence Student declaration *(for resubmission only)*** | | | |
| **Student signature** |  | **Date of resubmission** |  |

**Task One**

**Structure of Briefs:**

A **Contractual** brief is a legal document which lays out clearly what the employee must do in the job. Contractual briefs are the standard when getting a job as an employee at a business, however it’s not the only option. These types of briefs are most common when working at a store as a manager, assistant manager, sales assistant, etc.

**Negotiated** is when a brief is negotiated to get a better deal. The negotiation can include time, work required, or reward