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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.

Advantages: The company employed will know exactly what they need to do as its very detailed.

Disadvantages: The company might think there’re issues with the brief. They also create it to their own standards.

**Negotiated** is when a brief is negotiated to get a better deal. The negotiation can include time, work required, or reward. It’s key to getting the best deal possible and to remove areas you feel you cannot complete.

Advantages: The project is more open to multiple perspectives and suggestions, which could make the project more successful.

Disadvantages: Negotiating a brief can waste time unnecessarily.

**Informal** is a verbal brief where the client and company talk face to face or over the phone about the terms of the brief. This can be problematic because either of the parties can refuse to admit any involvement in the project.

Advantages: There’s more verbal communication.

Disadvantages: There’s no documentation to prove the agreement existed.

**Formal** Is a written and outlines the requirements for the job. It’s very open and both the client and the company will formally agree, but it’s not always a legal binding.

Advantages: The client is open to any ideas or issues if there are any.

Disadvantages: The company could feel the client isn’t offering enough information for them to complete the task. They might not be legally binding, and this could cause complications.

**Commission:** This is where a company employs an individual or team to create an asset for them. The individual or team employed gets a cut of the total profits once the game has been released.

Advantages: Company doesn’t have to overwhelm themselves with work on a larger game.

Disadvantages: Since there’re two entities working on the project, there’re could be conflict.

**Tender:** This is where the client will advertise their brief and create a proposal which they will pitch to a client. There could be multiple pitches to a client which they’d get to choose from.

Advantages: There are many ideas being pitched meaning one will stand above the rest. This ensures the best product idea will come out of this.

Disadvantages: The companies pitch could be turned down which could set them back.

**Co-operative:** Two or more companies are hired by the client to work together on a project.

Advantages: There’re multiple perspectives on a project and the brief could be more relaxed because of two entities working together.

Disadvantages: It’s more prone to disagreements and conflict between the two entities.

**Commission** is when a large company pays an individual or group to work for them on a project. The company pays the entity to complete a task (Create a game, CGI trailer).

The advantages are that the larger company don’t have to spend time on that area of the project.

A disadvantage would be there is two companies working on the game and quality cannot be ensured.

**Reading Briefs:**

**Nature:** The nature of a brief is what its asking you to do. For example, the brief could be asking you to create a cinematic CGI trailer for an upcoming game. To complete this you would have to create the 3D models, animate them implement the FX and touch it up with post-possessing.

You would also have to organise how you’re going to produce it, by creating timelines and deadlines for yourself.

**Demands:** The demands are parts you’re unable to change as they’re key to the project. They could be things like deadlines, amount people allowed to work on it, themes, target audiences.

**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

**Negotiating the Brief** is key to getting the best deal possible. From amount of work required, to wether you can have help, negotiation is very important. Both budgets and legal issues are important to discuss if not