



**Australian Government**

# **CUASOU202 Perform basic sound editing**

**Release: 1**

## CUASOU202 Perform basic sound editing

### Modification History

Release	Comments
Release 1	This version first released with CUA Creative Arts and Culture Training Package version 2.0.

### Application

This unit describes the skills and knowledge required for basic digital sound editing.

It applies to individuals working under supervision who are responsible for preparing, assembling and digitally editing relatively simple sound sequences for media content.

Individuals are expected to contribute to creative outcomes, including selection and acquisition of sound materials.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

### Unit Sector

Media and Entertainment Production – Audio/Sound

### Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Prepare for editing sound	<ul style="list-style-type: none"><li>1.1 Clarify production requirements, including creative and technical objectives in consultation with relevant production personnel</li><li>1.2 Obtain, label and securely store audio source materials</li><li>1.3 Check editing hardware has sufficient capacity to handle digitising and editing processes</li><li>1.4 Check editing software is suited to technical requirements and enterprise practices</li><li>1.5 Organise additional equipment to minimise interruptions during editing, if required</li><li>1.6 Adopt safe ergonomic practices when using screens and</li></ul>

ELEMENT	PERFORMANCE CRITERIA
	keyboards for long periods of time
2. Assemble sequences for editing	2.1 Digitise content in a compatible format for specified platform 2.2 Monitor and optimise quality of digital output and arrange to fix problems where necessary 2.3 Identify sound edit positions and document appropriately 2.4 Log and assess sound sequences and create and save digital back-up copies 2.5 Use safe listening procedures to evaluate and edit audio content to meet technical and creative objectives
3. Edit sound sequences	3.1 Edit audio content and document details of each edited sound sequence according to production requirements 3.2 Generate an appropriate track list to facilitate sound mixing processes 3.3 Chart positions and durations of sound sequences, noting requirements for transitions where applicable 3.4 Apply audio effects and enhancements to maximise creative outcomes as required 3.5 Use editing software to produce sequences and resolve identified problems 3.6 Seek feedback on edits from relevant production personnel and refine as required 3.7 Submit final edits by agreed deadline in accordance with enterprise procedures
4. Finalise sound edits	4.1 Archive and document edited audio files following enterprise procedures 4.2 Report on editing equipment requiring maintenance if required and leave workstation in original or improved condition 4.3 Participate in post-production debriefing sessions as required 4.4 Seek feedback from colleagues and evaluate own creative and technical performance for improvement

## Foundation Skills

*This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.*

Skill	Performance Criteria	Description
Reading	1.1, 2.3	<ul style="list-style-type: none"> <li>Interprets textual information to determine job requirements</li> </ul>
Writing	1.2, 2.4, 3.1-3.3, 4.1	<ul style="list-style-type: none"> <li>Records accurate and detailed information in workplace documentation using simple vocabulary and industry terminology</li> </ul>
Oral Communication	1.1, 3.6, 4.2, 4.3, 4.4	<ul style="list-style-type: none"> <li>Uses clear and relevant language to gather and provide information</li> <li>Uses listening and questioning techniques to confirm understanding</li> </ul>
Navigate the world of work	1.6, 2.4, 3.7, 4.1, 4.2,	<ul style="list-style-type: none"> <li>Complies with enterprise procedures and production requirements in preparation and completion of editing tasks to defined deadlines</li> </ul>
Interact with others	1.1, 3.6, 4.2, 4.3, 4.4	<ul style="list-style-type: none"> <li>Follows accepted communication methods and practices when discussing task requirements and seeking feedback on task progress</li> <li>Participates in debrief with colleagues to receive feedback on own performance</li> </ul>
Get the work done	1.2-1.5, 2.1-2.5, 3.1, 3.2, 3.4-3.6, 4.4	<ul style="list-style-type: none"> <li>Plans and implements routine tasks and workload in a methodical sequence with input from others</li> <li>Makes routine decisions about source materials, equipment capacity and audio formats, and monitors output for problems</li> <li>Determines the most effective editing techniques for creative impact, and manipulates software to resolve problems</li> <li>Uses digital tools to prepare sound components, and edit and refine sequences to achieve creative and technical expectations of the production</li> </ul>

## Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
CUASOU202 Perform basic sound editing	CUFSOU204A Perform basic sound editing	Updated to meet Standards for Training Packages. Minor edits to performance criteria.	Equivalent unit

## Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=1db201d9-4006-4430-839f-382ef6b803d5>