



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **CUFPOS404A Cut and match film negative**

**Revision Number: 1**

## CUFPOS404A Cut and match film negative

### Modification History

Not applicable.

### Unit Descriptor

<b>Unit descriptor</b>	<p>This unit describes the performance outcomes, skills and knowledge required to cut and match negative against computer generated edit decision lists (EDLs) to produce a final cut negative or rolls of select takes.</p> <p>No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.</p>
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## Application of the Unit

<b>Application of the unit</b>	<p>Negative cutters apply the skills and knowledge outlined in this unit.</p> <p>They work closely with a range of post-production personnel and are responsible for producing negative cut in preparation for the production of a final exhibition print. This involves transferring footage shot on film to a digital format and using a non-linear editor to generate an EDL. They then cut and splice the original camera negative to conform to the EDL, or select sections of negative for further digital processing.</p> <p>Negative cutters carry a significant level of responsibility to ensure accuracy and total care of original negative film.</p> <p>They work generally in a broader production team and rely on detailed information from clients and other editing personnel. They may be responsible for supervising the work of others.</p> <p>Skills associated with preparing film for editing and non-linear editing are covered in:</p> <ul style="list-style-type: none"> <li>• CUFPOS301A Prepare motion picture film for printing or transfer</li> <li>• CUFPOS401A Edit screen content for fast turnaround.</li> </ul>
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## Licensing/Regulatory Information

Not applicable.

## Pre-Requisites

<b>Prerequisite units</b>		

## Employability Skills Information

<b>Employability skills</b>	This unit contains employability skills.
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## Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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## Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Prepare for negative matching	<ol style="list-style-type: none"> <li>1. Ensure that source material for productions is filed correctly and available as required</li> <li>2. Liaise with <i>relevant personnel</i> to confirm <i>production requirements</i> to ensure <i>negative</i> matching is processed promptly</li> <li>3. Retrieve original negative from storage and ensure that <i>equipment</i> is in good working order</li> <li>4. Establish frame sequence required for final negative or for select takes according to production requirements</li> <li>5. Review requirements as noted on <i>edit decision lists</i> prior to proceeding with negative matching</li> <li>6. Manage negative with care to avoid damage during production process using appropriate protective gloves</li> </ol>
Extract and match negative	<ol style="list-style-type: none"> <li>7. Check frame sequence required for selected negative according to instructions and select designated takes</li> <li>8. Identify and locate required frames on negative to match EDLs</li> <li>9. Accurately cut selected frames until the negative matching process has been completed according to production requirements</li> <li>10. Extract negative for opticals or <i>digital treatment</i>, complete necessary <i>documentation</i> and dispatch to required destination according to enterprise procedures</li> <li>11. Supervise the work of others as required, ensuring that negative matching conforms with EDLs</li> <li>12. Deal promptly and efficiently with problems that arise during the negative matching process to ensure that production deadlines are met</li> </ol>
Assemble, clean and check negative	<ol style="list-style-type: none"> <li>13. Attach leader film and label negative appropriately according to enterprise procedures</li> <li>14. Assemble selected frames into correctly sequenced A and B rolls if required</li> <li>15. Splice negative using correct editing procedures to meet final <i>print criteria</i> or scanning requirements</li> <li>16. Assemble and label unused negative takes and store safely or return to relevant personnel according to enterprise procedures</li> <li>17. Ensure that completed negative is clean and free from <i>faults</i></li> </ol>

<b>ELEMENT</b>	<b>PERFORMANCE CRITERIA</b>
Wrap up operations	<ol style="list-style-type: none"><li>18. Produce required documentation to report on the quality of selected negative</li><li>19. Ensure that negative is dispatched to the required destination according to enterprise procedures</li><li>20. Provide feedback on negative extraction and matching process to team members in a way that fosters a positive work environment</li><li>21. Review own performance on a regular basis and note areas for future improvement</li></ol>

## Required Skills and Knowledge

### REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

#### Required skills

- excellent communication and organisational skills sufficient to:
  - liaise with relevant production personnel, e.g. editors, directors, producers
  - supervise team members
  - plan and schedule aspects of post-production processes related to negative matching
  - organise content logically and accurately
- self-management skills sufficient to:
  - prioritise work tasks
  - work under pressure
  - meet deadlines
  - seek expert assistance when problems arise
- problem solving skills sufficient to anticipate and deal with problems that arise in the context of extracting and matching negative
- technical skills sufficient to:
  - use a range of negative extraction and matching equipment
  - use relevant file management protocols for specified operating systems
  - observe safety procedures when handling negative and work print rolls, and hazardous materials, such as cleaner solvents
- literacy and numeracy skills sufficient to:
  - interpret relevant documentation
  - prepare reports in relation to the negative extraction and matching process
  - document, log and file source and edited materials
  - implement and record time codes and copies

#### Required knowledge

- attributes of a range of film types
- film handling techniques
- the properties and applications of different types of cleaning solvents
- industry knowledge, including:
  - roles and responsibilities of project team members, e.g. post-production personnel, laboratory technicians, archivists, telecine and video operators
  - issues and challenges that arise in the context of extracting and matching negative
  - film language and terminology
  - phases in the production and post-production process

**REQUIRED SKILLS AND KNOWLEDGE**

- well-developed understanding of current editing techniques and application of different methods
- OHS requirements as they relate to working for periods of time on close-up work, manual handling of film negative and cleaning solvents
- duty of care to colleagues



## Evidence Guide

<b>EVIDENCE GUIDE</b>	
<p>The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<b>Overview of assessment</b>	
<b>Critical aspects for assessment and evidence required to demonstrate competency in this unit</b>	<p>Evidence of the following is essential:</p> <ul style="list-style-type: none"> <li>• extraction and matching of negative that demonstrates an ability to:               <ul style="list-style-type: none"> <li>• correctly interpret computer generated EDLs and job instructions</li> <li>• handle negative cleanly, carefully and accurately</li> <li>• follow correct safety procedures when handling film negative and hazardous materials</li> <li>• work to deadlines</li> </ul> </li> <li>• attention to detail</li> <li>• a collaborative approach to work, including the ability to supervise the work of others.</li> </ul>
<b>Context of and specific resources for assessment</b>	<p>Assessment must ensure:</p> <ul style="list-style-type: none"> <li>• access to editing equipment and software that enables the management of EDLs and other data</li> <li>• opportunity to work on a range of relatively complex materials</li> <li>• involvement with film laboratory procedures</li> <li>• access to appropriate learning and assessment support when required</li> <li>• use of culturally appropriate processes and techniques appropriate to the language and literacy capacity of learners and the work being performed.</li> </ul>
<b>Method of assessment</b>	<p>A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:</p> <ul style="list-style-type: none"> <li>• direct questioning combined with review of portfolios of evidence and third-party workplace reports of on-the-job performance</li> <li>• evaluation of negative extraction and matching process undertaken by the candidate to determine whether the output meets requirements</li> <li>• direct observation of candidate cutting and matching</li> </ul>

<b>EVIDENCE GUIDE</b>	
	<p>film negative</p> <ul style="list-style-type: none"> <li>written or verbal questioning to test knowledge as listed in the required skills and knowledge section of this unit.</li> </ul>
<b>Guidance information for assessment</b>	<p>Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example:</p> <ul style="list-style-type: none"> <li>CUFPOS301A Prepare motion picture film for printing or transfer</li> <li>CUFPOS401A Edit screen content for fast turnaround</li> <li>BSBWOR402A Promote team effectiveness.</li> </ul>

## Range Statement

### RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

<b><i>Relevant personnel</i></b> may include:	<ul style="list-style-type: none"> <li>• assistant editor</li> <li>• colour grader/colourist</li> <li>• director</li> <li>• director of photography</li> <li>• editor</li> <li>• producer</li> <li>• sound editor.</li> </ul>
<b><i>Production requirements</i></b> may include:	<ul style="list-style-type: none"> <li>• deadlines</li> <li>• grading requirements</li> <li>• special effects.</li> </ul>
<b><i>Negative</i></b> may be:	<ul style="list-style-type: none"> <li>• black and white negative</li> <li>• colour negative</li> <li>• duplicate negative</li> <li>• negative produced from exposed camera film footage</li> <li>• original negative.</li> </ul>
<b><i>Equipment</i></b> may include:	<ul style="list-style-type: none"> <li>• cement and ultrasonic splicers</li> <li>• commercial processing machines</li> <li>• computers</li> <li>• edit bench</li> <li>• film rewind benches</li> <li>• film splicers</li> <li>• synchronisers</li> <li>• ultrasonic cleaning machines, of a commercial or industrial nature</li> <li>• video replay decks.</li> </ul>
<b><i>Edit decision lists</i></b> may include instructions regarding:	<ul style="list-style-type: none"> <li>• composition</li> <li>• dialogue</li> <li>• effects transitions, e.g.:             <ul style="list-style-type: none"> <li>• wipes</li> <li>• dissolves</li> <li>• fades</li> </ul> </li> </ul>

<b>RANGE STATEMENT</b>	
	<ul style="list-style-type: none"> <li>• use of graphics</li> <li>• frame ratio and rate</li> <li>• frame numbers:               <ul style="list-style-type: none"> <li>• head</li> <li>• tail</li> </ul> </li> <li>• glitches, faults, drop-outs</li> <li>• image treatment or digital repair</li> <li>• music</li> <li>• soundtrack</li> <li>• special effects</li> <li>• speed</li> <li>• takes</li> <li>• tempo - duration of shots and segments</li> <li>• timing.</li> </ul>
<b>Digital treatment</b> may include:	<ul style="list-style-type: none"> <li>• digital animations</li> <li>• digital image repair</li> <li>• digital opticals</li> <li>• digital visual effects</li> <li>• graphics</li> <li>• motion effects</li> <li>• titles</li> <li>• transitions.</li> </ul>
<b>Documentation</b> may be:	<ul style="list-style-type: none"> <li>• can labels</li> <li>• client instructions</li> <li>• computer generated</li> <li>• edited fine cut work print</li> <li>• EDLs (edit decision lists)</li> <li>• job code, title and client details</li> <li>• log sheets</li> <li>• manually written</li> <li>• roll numbers</li> <li>• shot/camera lists</li> <li>• stock type.</li> </ul>
<b>Print criteria</b> may include:	<ul style="list-style-type: none"> <li>• correct alignments</li> <li>• flush edge splices</li> <li>• jump free rolls</li> <li>• pressure resistant.</li> </ul>
<b>Faults</b> may include:	<ul style="list-style-type: none"> <li>• broken splices</li> <li>• data errors</li> </ul>

**RANGE STATEMENT**

	<ul style="list-style-type: none"> <li>• dust</li> <li>• emulsion distortion</li> <li>• machine malfunction</li> <li>• scratches</li> <li>• solvent stains.</li> </ul>
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**Unit Sector(s)**

<b>Unit sector</b>	
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**Competency field**

<b>Competency field</b>	Media and entertainment production - post-production
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**Co-requisite units**

<b>Co-requisite units</b>		