



Australian Government

CUABRD303 Prepare video material for television transmission

Release: 1

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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 to prepare video material for television transmission.

It applies to individuals who have the technical skills to undertake tasks associated with converting video content to a range of digital formats required for transmission. They also assist with general production activities.

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

Unit Sector

Media and Entertainment Production – Broadcasting

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 to ingest video materials	1.1 Liaise with production personnel to confirm requirements and timelines for treatment of source materials 1.2 Clearly identify source materials in a format compatible with available equipment 1.3 Set up and test equipment so requirements for treating source materials can be met 1.4 Report faults or problems with equipment and arrange for maintenance as required 1.5 Prepare destination media to receive inputs and set up equipment signals 1.6 Handle source materials and destination media with care to avoid

ELEMENT	PERFORMANCE CRITERIA
	damage throughout production process
2. Convert video materials	<p>2.1 Test source materials for compatibility with input and converter parameters of conversion equipment</p> <p>2.2 Check length, condition and format of destination media</p> <p>2.3 Load source materials into appropriate equipment and transfer to required destination media in correct sequence</p> <p>2.4 Apply appropriate conversions to source materials to achieve required formats</p> <p>2.5 Set time codes and cue points to synchronise with equipment, making adjustments as required to meet technical and transmission requirements</p> <p>2.6 Monitor transfers and recordings to check they meet quality and technical requirements</p> <p>2.7 Anticipate and take action to minimise potential problems that could delay completion of tasks within deadlines</p> <p>2.8 Seek assistance or consult reference materials to resolve problems encountered with video conversions</p>
3. Assist with production activity	<p>3.1 Undertake additional transfers, dubs or copies of materials as required and save in required location</p> <p>3.2 Assist with switching video sources live-to-air</p> <p>3.3 Undertake editing of materials as required in close consultation with relevant production personnel</p> <p>3.4 Author materials to a range of formats for distribution to clients and in-house</p> <p>3.5 Complete and distribute documentation and originals or reformatted versions of source materials to relevant production personnel</p>
4. Document and dispatch recorded material	<p>4.1 Archive materials as instructed and transfer to appropriate archival format</p> <p>4.2 Undertake accurate labelling and logging of materials and check for faults</p> <p>4.3 Return source and other materials to originators in accordance with enterprise procedures</p> <p>4.4 Review and reflect on own performance and note areas for improvement</p>

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	1.1-1.3, 2.4, 2.5, 4.1-4.3	<ul style="list-style-type: none"> Recognises and interprets textual information from procedures and documentation
Writing	1.2, 1.4, 3.5, 4.2, 4.4	<ul style="list-style-type: none"> Labels video materials legibly Completes relevant reports and documentation using clear and technically specific language
Oral Communication	1.1, 1.4, 2.8, 3.2, 3.3	<ul style="list-style-type: none"> Communicates ideas and requirements clearly and listens carefully to verbal instructions and discussions Uses simple language to confirm understanding of requirements and identify and report equipment issues
Numeracy	2.3, 2.4, 2.6, 4.2	<ul style="list-style-type: none"> Recognises numerical information and uses basic mathematical equations to calculate measurements and synchronise time codes and cue points
Navigate the world of work	1.4, 1.6, 4.1, 4.3	<ul style="list-style-type: none"> Understands and follows workplace procedures
Interact with others	1.1, 1.4, 2.8, 3.2, 3.3	<ul style="list-style-type: none"> Collaborates with production personnel to complete production tasks
Get the work done	1.1-1.6, 2.1-2.4, 2.6-2.8, 3.1-3.5, 4.2, 4.4	<ul style="list-style-type: none"> Sequences and schedules activities to meet timelines and manages relevant communication Monitors production progress, adjusting plans and resources to address problems Operates digital systems and equipment to capture, record and convert material for broadcast

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
CUABRD303 Prepare video material for television transmission	CUFBRD303A Prepare video material for television transmission	Updated to meet Standards for Training Packages. Performance criteria edited to clarify	Equivalent unit

Code and title current version	Code and title previous version	Comments	Equivalence status
		requirements.	

Links

Companion Volume implementation guides are found in VETNet -

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