



**Australian Government**

# **CUABRD403 Transfer film to digital formats**

**Release: 1**

## CUABRD403 Transfer film to digital formats

### 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 transfer film footage into a digital format suitable for television transmission.

It applies to individuals who apply specialist skills in the use of telecine and digital recording equipment to transfer film to digital formats. Typically they work in production houses that specialise in film-to-digital transfers, film archive organisations and television stations.

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 for transfer and recording	1.1 Confirm source film transfer requirements from verbal or written instructions 1.2 Discuss and resolve technical issues and possible transfer problems with production personnel 1.3 Select appropriate telecine equipment and ancillaries to perform transfers to required media, checking compatibility of equipment to be used 1.4 Clean telecine equipment and film thoroughly prior to commencing transfer operations 1.5 Handle film with care to avoid damage throughout the transfer process

<b>ELEMENT</b>	<b>PERFORMANCE CRITERIA</b>
	1.6 Attach leaders and spacing, and inspect film for obvious physical faults
2. Transfer and record film	2.1 Load film onto telecine equipment and check destination equipment is aligned for correct aspect ratio and signal 2.2 Transfer film to selected recording media and check image and sound are synchronised 2.3 Check racking and framing of film images comply with requirements 2.4 Check editing is frame accurate in line with instructions and requirements
3. Finalise work operations	3.1 Complete documentation and distribute with recorded media to production personnel, according to enterprise procedures 3.2 Complete fault reports in accordance with enterprise procedures 3.3 Return source film to source location 3.4 Review and reflect on own performance and note areas for improvement

## Foundation Skills

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

<b>Skill</b>	<b>Performance Criteria</b>	<b>Description</b>
Reading	1.1	<ul style="list-style-type: none"> <li>Interprets and analyses textual information relating to film transfer requirements</li> </ul>
Writing	3.1, 3.2, 3.4	<ul style="list-style-type: none"> <li>Completes documentation, logs and fault reports according to enterprise procedures</li> </ul>
Oral Communication	1.1, 1.2	<ul style="list-style-type: none"> <li>Seeks information and opinions of others by questioning and listening</li> <li>Uses clear language to contribute information and express requirements</li> </ul>
Numeracy	1.1, 2.1, 2.3, 2.4	<ul style="list-style-type: none"> <li>Analyses numerical information in technical specifications relating to film transfer requirements</li> <li>Uses mathematical equations to calculate aspect ratios, frame rates and time durations</li> </ul>

Navigate the world of work	3.1-3.3,	<ul style="list-style-type: none"> <li>Follows enterprise and production requirements</li> <li>Follows organisational and work health and safety requirements</li> </ul>
Interact with others	1.2	<ul style="list-style-type: none"> <li>Collaborates with personnel to solve problems</li> </ul>
Get the work done	1.2-1.6, 2.1-2.4, 3.3, 3.4	<ul style="list-style-type: none"> <li>Plans, organises and implements tasks required to meet production requirements</li> <li>Makes decisions related to completion of own work tasks</li> <li>Identifies and solves problems, seeking assistance if required</li> <li>Uses digital technologies to prepare documentation and records and to transfer film to digital formats</li> </ul>

## Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
CUABRD403 Transfer film to digital formats	CUFBRD403A Transfer film to digital formats	Updated to meet Standards for Training Packages.	Equivalent unit

## Links

Companion Volume implementation guides are found in VETNet - <https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=1db201d9-4006-4430-839f-382ef6b803d5>