



**Australian Government**

# **CUAPOS201 Perform basic vision and sound editing**

**Release: 1**

## CUAPOS201 Perform basic vision and 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 to perform basic editing functions for screen productions.

It applies to individuals responsible for digitising, cutting and logging pre-recorded image and audio content under the direction of an experienced editor. Within clearly defined parameters, they also edit content using the basic functions of editing software.

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

### Unit Sector

Media and entertainment production – post-production

### 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 source materials for edit	1.1 Clarify technical and creative requirements for online editing in consultation with production personnel 1.2 Obtain and label source materials 1.3 Organise transfer of source materials to appropriate medium as required 1.4 Check sufficient storage and memory is available to meet content resolution requirements 1.5 Assess source materials for technical and creative quality and arrange for remedial action where problems are identified 1.6 Capture content to specified formats and burn time code where applicable, checking format is compatible with available software

<b>ELEMENT</b>	<b>PERFORMANCE CRITERIA</b>
	<p>and hardware</p> <p>1.7 Align, synchronise and organise uncut images and sound in preparation for evaluation and editing</p> <p>1.8 In consultation with relevant production personnel, finalise list of required shots and the method for logging them</p>
2. Prepare for editing	<p>2.1 Check editing facilities are operational and arrange for faults or problems to be resolved according to enterprise procedures</p> <p>2.2 Load source materials onto appropriate editing facility, checking correct image and sound are ready for use and that images and sound are synchronised or aligned accurately</p> <p>2.3 Identify and catalogue required shots and sequences from source materials in the agreed way</p> <p>2.4 Log selected edits with reference to time codes and shot descriptions according to enterprise procedures</p> <p>2.5 Use a batch digitise list to digitise selected sequences according to relevant documentation and consistent with technical and creative requirements</p> <p>2.6 Create edit decision lists (EDLs) according to instructions from relevant production personnel</p> <p>2.7 Organise and save selected materials according to overall editing requirements</p> <p>2.8 Finalise logging sheets and submit EDLs to relevant production personnel by the agreed deadline</p>
3. Perform basic edits	<p>3.1 Use software functions to assemble sequences according to EDLs</p> <p>3.2 Observe health and safety procedures when working at computers for long periods of time</p> <p>3.3 Review edited sequences to evaluate quality and content and to identify problems</p> <p>3.4 Manipulate the editing software to solve identified problems and seek expert advice if required</p> <p>3.5 Submit sequences to relevant production personnel for feedback by agreed deadlines</p> <p>3.6 Amend sequences as required and save in appropriate format</p> <p>3.7 Check source materials and back-up copies are stored securely and labelled correctly</p> <p>3.8 Complete required documentation, noting variations and issues</p>

ELEMENT	PERFORMANCE CRITERIA
	from original instructions 3.9 Leave workstation in original or improved condition

## 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, 1.4, 2.4-2.6, 2.8, 3.2, 3.5,	<ul style="list-style-type: none"> <li>Interprets and reviews relevant visual and textual material to determine job requirements</li> </ul>
Writing	1.2, 1.8, 2.1, 2.4, 2.5, 2.7, 2.9, 3.6, 3.7	<ul style="list-style-type: none"> <li>Uses clear and specialised language to record accurate identification information and report faults</li> <li>Produces lists, logs, and catalogue information, and updates records to reflect changes in requirements</li> </ul>
Oral Communication	1.1, 1.8, 2.1, 3.3, 3.4	<ul style="list-style-type: none"> <li>Uses clear and relevant language to provide information</li> <li>Obtains information and instructions by listening and questioning</li> </ul>
Numeracy	1.6, 2.5	<ul style="list-style-type: none"> <li>Applies mathematical techniques to implement and record time codes and timings</li> </ul>
Navigate the world of work	2.1, 2.5, 3.4	<ul style="list-style-type: none"> <li>Accepts responsibility for tasks within the boundaries of own role and seeks assistance as required</li> <li>Ensures workplace protocols and enterprise procedures are followed in the planning and completion of editing tasks</li> </ul>
Interact with others	1.1, 1.8, 2.1, 3.3, 3.4,	<ul style="list-style-type: none"> <li>Works in collaboration with others to complete editing tasks</li> <li>Follows accepted communication methods and practices when receiving instructions, seeking advice and reporting information</li> </ul>
Get the work done	1.2-1.7, 2.1-2.4, 2.6-2.9, 3.1-3.3, 3.5, 3.6, 3.8, 3.9	<ul style="list-style-type: none"> <li>Organises and implements routine tasks making limited decisions about sequencing, timing and required outcomes and seeks assistance when required</li> <li>Prepares source materials in logical steps, making routine decisions about storage capability, compatibility and quality standards</li> <li>Uses main features and functions of digital editing</li> </ul>

		<p>tools and equipment to synchronise sound and vision, catalogue, log and digitise sequences, and saves material according to all requirements</p> <ul style="list-style-type: none"> <li>• Uses software functions to assemble sequences, resolve technical problems, make required changes and save material appropriately within time constraints</li> </ul>
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## Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
CUAPOS201 Perform basic vision and sound editing	CUFPOS201A Perform basic vision and sound editing	Updated to meet Standards for Training Packages. Minor edits to elements and 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>