



Australian Government

CUAPOS211 Perform basic vision and sound editing

Release: 1

CUAPOS211 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 5.0.

Application

This unit describes the skills and knowledge required to perform basic editing functions for media productions. It involves preparing source materials to be edited and completing basic edits according to production requirements.

The unit applies to those who are 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. Clarify requirements and prepare source materials for edit	1.1 Clarify project requirements for digital editing in consultation with required personnel 1.2 Obtain and label source materials 1.3 Organise transfer of source materials to medium that meets project requirements as required 1.4 Check media storage meets project requirements 1.5 Assess source materials for technical and creative quality, and arrange for remedial action where problems are identified 1.6 Ingest content in specified formats, checking selected format is compatible with available software and hardware 1.7 Align, synchronise and organise uncut images and sound

ELEMENT	PERFORMANCE CRITERIA
	1.8 Finalise list of required shots and logging method in consultation with required personnel
2. Prepare for editing	2.1 Check editing facilities are safe, operational and arrange for resolution of faults and problems as required according to organisational procedures 2.2 Load source materials onto editing facility and confirm image and sound are ready for use and synchronised or aligned according to production requirements 2.3 Identify and catalogue required shots and sequences from source materials according to production requirements 2.4 Log selected edits with reference to time codes and shot descriptions according to organisational procedures 2.5 Organise and save selected materials according to production requirements 2.6 Finalise logging and submit to required personnel by agreed deadline as required
3. Perform basic edits	3.1 Assemble sequences according to production requirements using editing software 3.2 Review edited sequences and evaluate quality and content, identifying problems 3.3 Manipulate editing software and solve identified problems seeking expert advice as required 3.4 Submit sequences to required personnel and obtain feedback by agreed deadlines 3.5 Amend sequences as required and save in format that meets production requirements 3.6 Confirm source materials and back-up copies are stored securely and labelled according to production requirements 3.7 Complete required documentation according to organisational procedures, noting variations and issues from original instructions 3.8 Leave workstation in original or improved condition

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

SKILL	DESCRIPTION
Numeracy	Implements and records time codes and timings using mathematical techniques

SKILL	DESCRIPTION
Oral communication	- Provides information using clear and required language - Obtains information and instructions using listening and questioning techniques
Reading	Interprets and reviews required visual and textual material and determines job requirements
Writing	- Records accurate identification information and reports faults using clear and specialised language - Produces lists, logs, and catalogues information - Updates records and reflects changes in requirements
Initiative and enterprise	Makes limited decisions about sequencing, timing and required outcomes and seeks assistance when required
Planning and organising	- Organises and implements routine tasks - Prepares source materials in logical steps and makes routine decisions
Self-management	- Accepts responsibility for tasks within boundaries of own role and seeks assistance as required - Follows workplace protocols and organisational procedures
Teamwork	- Completes editing tasks in collaboration with others - Follows accepted communication methods and practices when receiving instructions, seeking advice and reporting information
Technology	Uses main features and functions of digital editing tools and equipment

Unit Mapping Information

Supersedes and is equivalent to CUAPOS201 Perform basic vision and sound editing.

Links

Companion Volume Implementation Guide is found on VETNet -

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