



**Australian Government**

# **CUAPOS401 Edit screen content for fast turnaround**

**Release: 1**

## CUAPOS401 Edit screen content for fast turnaround

### 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 use non-linear digital facilities to edit screen content for fast turnaround.

It applies to individuals with a reasonable level of experience who are involved in editing for daily programs such as television news and current affairs. At times they work on more complex programs of a formatted or routine nature, or on the editing of daily rushes for feature films.

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 for edit	1.1 Clarify editing requirements in consultation with production personnel and with reference to documentation as required 1.2 Check operation of editing equipment and software 1.3 Identify and prepare source materials for off-line and online editing 1.4 Assess materials to be edited against required technical and creative criteria in consultation with relevant production personnel 1.5 Agree on replacement material or editing approach to overcome technical problems identified with source material 1.6 Review source materials and visualise the look of the final edited

ELEMENT	PERFORMANCE CRITERIA
	sequences
2. Commence editing process	<p>2.1 Digitise and transfer materials to suitable format, checking compatibility with editing equipment and monitoring capture for sound and image quality</p> <p>2.2 If time allows, create and edit decision list noting in and out points for each edit</p> <p>2.3 Maintain accurate documentation of editing instructions for use in all stages of post-production as required</p> <p>2.4 Prioritise and select materials in terms of their relevance to production requirements</p> <p>2.5 Arrange and present selected material to retain the intended meaning of words and images</p> <p>2.6 Consider how other materials could be used to clarify and enhance final edit</p>
3. Assemble vision and sound	<p>3.1 Check technical and creative criteria with relevant production personnel to ensure integrity of edit</p> <p>3.2 Assemble content in a way that produces coherent images and sound according to standard editing conventions</p> <p>3.3 Confirm assembled materials meet duration requirements, as well as technical and creative criteria for transmission</p> <p>3.4 Insert transitions, special effects and additional materials as required</p> <p>3.5 Make appropriate compromises between content and quality to meet time restrictions</p>
4. Finalise edits	<p>4.1 Review assembled online or off-line edits with relevant production personnel</p> <p>4.2 Implement changes as required and finalise edit to meet deadlines</p> <p>4.3 Complete necessary documentation and archive source materials according to enterprise procedures</p> <p>4.4 Report problems encountered with completing edits to relevant personnel</p> <p>4.5 Provide information required for successful transmission of edited material</p> <p>4.6 Evaluate own performance against technical and creative criteria and discuss with colleagues where appropriate</p>

## 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, 1.6, 3.1	<ul style="list-style-type: none"> <li>Interprets production documentation, extracts and analyses relevant information to establish job requirements</li> </ul>
Writing	2.2, 2.3, 4.2, 4.3	<ul style="list-style-type: none"> <li>Uses clear language and terminology to record lists, relevant information and report faults</li> <li>Completes documentation using required formats, terminology and conventions specific to industry and enterprise procedures</li> </ul>
Oral Communication	1.1, 1.4, 3.1, 3.6, 4.1, 4.4	<ul style="list-style-type: none"> <li>Uses clear, specific language to provide information, discuss requirements and solutions</li> <li>Uses listening and questioning techniques to obtain and confirm information</li> </ul>
Navigate the world of work	3.3, 4.1, 4.3, 4.4	<ul style="list-style-type: none"> <li>Meets expectations associated with own role and responsibilities for planning and completing work within time constraints and in compliance with enterprise procedures</li> </ul>
Interact with others	1.1, 1.4, 3.1, 3.6, 4.1, 4.4	<ul style="list-style-type: none"> <li>Collaborates with others to achieve joint outcomes</li> <li>Selects and uses appropriate communication methods and practices to clarify information, engage in discussions and elicit feedback from others</li> </ul>
Get the work done	1.2-1.4, 2.1- 2.6, 3.2-3.6, 4.2, 4.3, 4.5, 4.6	<ul style="list-style-type: none"> <li>Plans and sequences content preparation and editing tasks to meet creative and technical criteria and production requirements</li> <li>Makes decisions about sequencing and the use of other material to preserve and enhance meaning</li> <li>Uses a range of features and functions of digital editing tools and equipment to assemble sound and vision components</li> <li>Makes considered editing decisions under some pressure and evaluates their effectiveness in meeting requirements</li> </ul>

## Unit Mapping Information

<b>Code and title current version</b>	<b>Code and title previous version</b>	<b>Comments</b>	<b>Equivalence status</b>
CUAPOS401 Edit screen content for fast turnaround	CUFPOS401A Edit screen content for fast turnaround	Updated to meet Standards for Training Packages.  Minor edits to 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>