



Australian Government

CUAPOS411 Edit digital content for fast turnaround

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 5.0.

Application

This unit describes the skills and knowledge required to use non-linear digital facilities to edit digital content for fast turnaround. It involves identify and preparing source materials, undertaking edits of materials, assembling vision, sound and effects, and finalising edits according to production requirements.

The unit applies to those who have a reasonable level of experience who are involved in editing for screen and daily programs such as television news, web shows, 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 production requirements in consultation with required personnel and with reference to documentation as required 1.2 Confirm editing equipment and software are in working condition 1.3 Identify and prepare source materials for off-line and online editing 1.4 Assess materials for editing against required technical and creative criteria in consultation with required production personnel 1.5 Agree on replacement material or editing approach and overcome technical problems identified with source materials

ELEMENT	PERFORMANCE CRITERIA
	1.6 Review source materials and visualise look of final edited sequences
2. Commence editing process	2.1 Check compatibility of source materials with editing equipment and monitor capture for sound and image quality 2.2 Create and edit decision list noting in and out points for each edit, as time allows 2.3 Maintain documentation of editing instructions according to production requirements 2.4 Prioritise and select materials according to production requirements 2.5 Arrange and present selected material and ensure intended meaning of words and images are retained 2.6 Identify ways other materials may clarify and enhance final edit
3. Assemble vision and sound	3.1 Check technical and creative criteria of edit meet production requirements with required personnel 3.2 Assemble content and produce coherent images and sound according to standard editing conventions 3.3 Confirm assembled materials meet production requirements and transmission criteria 3.4 Insert transitions, special effects and additional materials as required 3.5 Make compromises between content and quality that meet production timelines
4. Finalise edits	4.1 Review assembled online or off-line edits with required production personnel 4.2 Implement changes as required and finalise edit according to production timelines 4.3 Complete necessary documentation and archive source materials according to organisational procedures 4.4 Report problems encountered with completing edits to required personnel 4.5 Provide media and information required for successful transmission of edited material 4.6 Evaluate own performance against technical and creative criteria and discuss with required personnel

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
Oral communication	- Provides information and discusses requirements and solutions using clear, specific language - Obtains and confirms information using listening and questioning techniques
Reading	Interprets production documentation and extracts and analyses required information
Writing	- Records lists and required information and reports faults using clear language and terminology - Completes documentation using required formats, terminology and conventions specific to industry and organisational procedures
Initiative and enterprise	Makes decisions about sequencing and use of other materials
Planning and organising	Plans and sequences content preparation and editing tasks
Problem solving	Makes considered editing decisions under some pressure and evaluates their effectiveness in meeting requirements
Self-management	Meets expectations for own role and responsibilities for planning and completing work in line with project requirements and in compliance with organisational procedures
Teamwork	- Collaborates with others as required - Clarifies information, engages in discussions and elicits feedback from others using selected industry standard communication methods and practices
Technology	Assembles sound and vision components using different features and functions of digital editing tools

Unit Mapping Information

Supersedes and is equivalent to CUAPOS401 Edit screen content for fast turnaround.

Links

Companion Volume Implementation Guide is found on VETNet -

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