



Australian Government

Department of Education, Employment and Workplace Relations

CUFCAM301A Shoot material for screen productions

Revision Number: 1

CUFCAM301A Shoot material for screen productions

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit describes the performance outcomes, skills and knowledge required to shoot screen material using a single-camera unit. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
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Application of the Unit

<p>Application of the unit</p>	<p>Camera operators apply the skills and knowledge described in this unit. Their prime responsibility is to capture screen images using a range of video equipment.</p> <p>Operators in this context generally work under direction but perform all camera, sound and lighting functions. Occasionally they will be assisted by a camera assistant or sound recordist. On occasion, they may be required to assist other camera operators with the movement and handling of cameras and cables.</p> <p>Mainstream activities include shooting for news and current affairs, short documentaries, and corporate and training videos.</p> <p>More specialised duties may include the capture of materials for animations and stop-motion animated productions.</p> <p>Typically camera operators are employed by television stations, production houses or corporate video units. In addition, there is a growing body of camera operators who work on a freelance basis.</p> <p>More complex skills associated with shooting television material on location, often as a one-person camera crew, are covered in:</p> <ul style="list-style-type: none"> • CUFCAM401A Shoot a wide range of television content.
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Prepare for shoots	<ol style="list-style-type: none"> 1. Participate in pre-production briefings as required to confirm <i>production and post-production requirements</i> 2. Arrange <i>equipment and accessories</i> for <i>shoots</i> as directed, ensuring that everything is clean and operational 3. Safely charge <i>batteries</i> according to manufacturer specifications and ensure sufficient supply of charged batteries to meet the needs of production schedules 4. Select required <i>capture media</i> and ensure sufficient supply for the intended <i>production</i> 5. Prepare and pack <i>lighting</i> equipment, including gels and cables as required 6. Undertake minor repairs on faulty equipment or report significant faults to relevant production <i>personnel</i> 7. Confirm <i>location</i>, shooting schedules and timelines with relevant production personnel 8. Complete appropriate <i>documentation</i> prior to shoots
Set up on location	<ol style="list-style-type: none"> 9. Determine camera positions to ensure that composition of <i>shots</i> provides correct visual interpretation of production requirements 10. Liaise and collaborate with crew and talent and contribute ideas to initial concepts 11. Set up equipment and accessories to ensure the safety of personnel on location 12. Consider requirements for repositioning equipment and accessories during shoots taking into account production schedules 13. Ensure cameras and other equipment are safely secured 14. Label and load capture media and check camera functions 15. Position microphones as required and conduct audio check
Set up lighting	<ol style="list-style-type: none"> 16. Assess the quality and quantity of available light and determine the amount of correction required if necessary 17. Mount and position lighting equipment following safety guidelines 18. Run lighting cables and connect safely to <i>power sources</i> 19. Install colour frames and gels in accordance according to requirements for the specific shoot 20. Select <i>lenses</i> and <i>filters</i> appropriate to the prevailing

ELEMENT	PERFORMANCE CRITERIA
	conditions
Position and operate camera to capture shots	21. Consider camera shots and angles, where feasible, to ensure cuts between shots produce the desired result 22. Take account of editing or other post-production requirements while shooting 23. Ensure camera set-up meets criteria for shoot 24. Check <i>camera movements</i> to implement planned or rehearsed shots according to direction from relevant production personnel 25. Shoot and record sequences as directed, maintaining focus throughout
Manipulate cables and camera positioning	26. Participate in pre-production meetings and rehearsal, if required, and ensure that final camera and cable movements are understood 27. Communicate with relevant production personnel during shoots and position and move camera cabling according to instructions and cues received 28. React consistently to cues received from relevant production personnel and ensure consistency of timing without undue lapses 29. Move cameras and cabling without impeding the operation of camera operators and work in cooperation with other personnel to achieve the desired camera movements 30. Ensure that camera operators do not collide with other elements 31. Complete cabling handling operations without damage to equipment or injury to personnel
Wrap up the shoot	32. Check and pack equipment and accessories using safe lifting techniques 33. Ensure recorded material is labelled properly, together with relevant documentation 34. Report equipment faults and complete required documentation 35. Leave locations in original condition to ensure no adverse effect on the site 36. Review and reflect on performance and note areas for improvement

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

- communication, teamwork and literacy skills sufficient to:
 - work collaboratively as a member of a production team
 - understand and carry out instructions and creative directions as required
 - interpret and complete production documentation
- technical skills sufficient to operate a range of professional camera, lighting and audio equipment
- problem solving skills in the context of anticipating and addressing equipment set-up problems
- self-management skills sufficient to:
 - prioritise work tasks
 - meet deadlines
- seek expert assistance when problems arise

Required knowledge

- industry knowledge, including:
 - roles and responsibilities of production and post-production personnel
 - broadcast language and terminology
 - issues and challenges that arise in the context of shooting material for screen productions
- different image capture formats and their uses
- basic framing techniques and methods of composition
- camera-to-subject practice, i.e. lens to eye line, crossing the line, matching shots
- characteristics of commonly used microphones and audio equipment
- the effect of different light sources, diffusion materials, filters and reflectors on the lighting environment, which includes both talent and set
- types of artificial/introduced light sources available to camera operators
- basic principles of lighting, e.g. key, fill and back light
- basic concepts and techniques of cable handling and compatibility with other equipment
- OHS procedures, particularly as they relate to shooting on location

Evidence Guide

EVIDENCE GUIDE	
<p>The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	<p>Evidence of the following is essential:</p> <ul style="list-style-type: none"> • ability to work within production deadlines • ability to work effectively as a team member and under direction • ability to provide ideas to assist with capturing the desired style of moving image • ability to operate a range of professional video camera equipment and accessories • ability to set up lighting as directed.
Context of and specific resources for assessment	<p>Assessment must ensure:</p> <ul style="list-style-type: none"> • access to a functional set of equipment based on items listed in the range statement. Equipment must be sufficient to enable the compilation of a portfolio of screen material shot in different locations, including exterior daytime, interior, night shoots, stormy weather • that the candidate demonstrates competency in shooting material for screen productions within a production environment over a period of time • access to appropriate learning and assessment support when required • use of culturally appropriate processes, and techniques appropriate to the language and literacy capacity of learners and the work being performed.
Method of assessment	<p>A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:</p> <ul style="list-style-type: none"> • direct questioning combined with review of portfolios of evidence and third-party workplace reports of on-the-job performance • evaluation of a range of screen content shot by the candidate to determine whether production requirements have been met • observation of the candidate setting up and operating

EVIDENCE GUIDE	
	<p>camera and lighting equipment on location</p> <ul style="list-style-type: none">• written or verbal questioning to test knowledge as listed in the required skills and knowledge section of this unit.
Guidance information for assessment	<p>Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example:</p> <ul style="list-style-type: none">• CUFLGT101A Apply a general knowledge of lighting to work activities• CUSSOU201A Assist with sound recordings.

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Production and post-production requirements may relate to:

- night shoots
- post-production process
- props
- sets
- specialised equipment
- venues.

Equipment and accessories may include:

- autocue monitor
- Betacam SP
- cables
- cue card holders
- digital Betacam
- digital DVC Pro
- digital SLR, e.g.:
 - stop-motion and software
 - iStop Motion (Mac)
 - Stop Motion Pro (PC)
- DV Cam
- HDDV
- headphones
- lighting bulbs
- lighting kit
- lights
- microphones, e.g.:
 - fixed
 - pole
 - lapel
- mini DV
- mobile phones
- motion capture facility for animation
- mounts
- recording device (e.g. audiotape recorder)
- talkback facility

RANGE STATEMENT	
	<ul style="list-style-type: none"> • tripod • two-way intercom • video split monitor • video stock.
<i>Shoots</i> may include:	<ul style="list-style-type: none"> • animations, e.g. stop-motion • combined video and audio function • fixed/supported • hand-held operation • separate video and audio record functions • single-camera.
<i>Batteries</i> may include:	<ul style="list-style-type: none"> • lead/acid • lithium ION • Ni-Cad.
<i>Capture media</i> may include:	<ul style="list-style-type: none"> • CD • DVD • flashcards • P2 solid-state drive • small hard drive • videotape.
<i>Production</i> may include:	<ul style="list-style-type: none"> • animations, e.g.: <ul style="list-style-type: none"> • modelling • flat plane • corporate videos • EFP (electronic field production) • ENG (electronic news gathering) • events or performances • news and current affairs • short documentaries • training videos.
<i>Lighting</i> may include:	<ul style="list-style-type: none"> • back light • bounced light • effect light, e.g. on backgrounds • fill light • flood light • HMI (hydrargyrum medium arc-length iodide) • interior lights • key light • light meters • luminaires

RANGE STATEMENT	
	<ul style="list-style-type: none"> • spot light • tungsten.
<i>Personnel</i> may include:	<ul style="list-style-type: none"> • animation director • camera assistant • director/producer • floor manager • general public • safety officer • sound recordist • supervisor • technical staff • talent, e.g.: <ul style="list-style-type: none"> • presenters • actors • reporter/journalist • interviewee.
<i>Locations</i> may include:	<ul style="list-style-type: none"> • day • exterior • interior • night • studio.
<i>Documentation</i> may include:	<ul style="list-style-type: none"> • animation, e.g.: <ul style="list-style-type: none"> • scoring sheets • style sheets • character sheets • storyboards • computer generated • fault reports • film and battery labels • manually written • production schedule • running sheets • script • shot lists • stock order forms.
<i>Shots</i> may include:	<ul style="list-style-type: none"> • close-up • cutaway shot • establishing or master shot • extreme close-up

RANGE STATEMENT	
	<ul style="list-style-type: none"> • eye-level shot • hand-held • high-angle • long shot • low-angle • mid shot • pan • point-of-view shot • static • tilt • track • wide shot • zoom in • zoom out.
Power sources may include:	<ul style="list-style-type: none"> • batteries • generators • mains power.
Lenses may include:	<ul style="list-style-type: none"> • fixed • lens filters • lens hood • macro • micro • wide-angle • wide-angle adaptor • zoom.
Filters may include:	<ul style="list-style-type: none"> • chromatic • colour • colour correction • correction filters • enhancers • graduated: hard-edge, soft-edge, attenuated, coloured, neutral density • non-specific colour • polarising • ultraviolet.
Camera movements may include:	<ul style="list-style-type: none"> • hand-held • pan • tilt • track • zoom in

RANGE STATEMENT

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| | <ul style="list-style-type: none"> • zoom out. |
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Unit Sector(s)

Unit sector	
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Competency field

Competency field	Media and entertainment production - Camera/cinematography
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Co-requisite units

Co-requisite units	