



Australian Government

Department of Education, Employment and Workplace Relations

CUFPOS201A Perform basic vision and sound editing

Revision Number: 1

CUFPOS201A Perform basic vision and sound editing

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	<p>This unit describes the performance outcomes, skills and knowledge required to perform basic editing functions in relation to film, television and interactive media productions.</p> <p>No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.</p>
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Application of the Unit

Application of the unit	<p>Editing assistants apply the skills and knowledge described in this unit. Under the direction of an editor or senior editor, they are responsible for digitising, cutting and logging pre-recorded image and audio content. Editors then take this material and complete the editing process.</p> <p>Within clearly defined parameters, editing assistants are also responsible for editing content using the basic functions of editing software.</p> <p>More complex skills associated with digital editing are covered in:</p> <ul style="list-style-type: none">• CUFPOS401A Edit screen content for fast turnaround.
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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 source materials for edit	<ol style="list-style-type: none"> 1. Clarify <i>technical and creative requirements</i> for <i>production</i> and online <i>editing</i> in consultation with relevant <i>production personnel</i> 2. Obtain and label <i>source materials</i> and keep in a safe, clean location with appropriate <i>documentation</i> 3. Organise transfer of source materials to appropriate <i>medium</i> where necessary 4. Check that sufficient <i>storage and memory</i> is available to meet content resolution requirements 5. Assess source materials for technical and creative quality and arrange for remedial action where problems are identified 6. Digitise content according to specified <i>formats</i> and burn time code where applicable, ensuring format is compatible with available <i>software</i> and <i>hardware</i> 7. Align, synchronise and organise uncut images and sound in preparation for evaluation and editing 8. In consultation with relevant production personnel, finalise list of shots required for the edit and the method for logging them
Log content for editing	<ol style="list-style-type: none"> 9. Check <i>editing facilities</i> are operational and arrange for faults or problems to be resolved according to enterprise procedures 10. Obtain required editing <i>consumable materials</i> and ensure sufficient supplies are available to meet editing schedules 11. Load source materials onto appropriate editing facility, ensuring correct image and sound are ready for use and that images and sound are synchronised or aligned accurately 12. Identify required <i>shots</i> and sequences from source materials and catalogue them in the agreed way 13. <i>Log</i> selected edits with reference to <i>time codes</i> and shot descriptions according to enterprise procedures 14. Use a batch digitise list to digitise selected sequences according to relevant documentation and consistent with technical and creative requirements 15. Create <i>edit decision lists</i> (EDLs) according to instructions from relevant production personnel 16. Organise and save selected materials according to overall editing requirements

ELEMENT	PERFORMANCE CRITERIA
	17. Finalise logging sheets and submit EDLs to relevant production personnel by the agreed deadline
Perform basic edits	<ul style="list-style-type: none">18. Use <i>software functions</i> to assemble sequences according to EDLs and within time constraints19. Review edited sequences to evaluate quality and content and to identify problems20. Manipulate the editing software to solve identified problems and seek expert advice if required21. Submit sequences to relevant production personnel for feedback according to enterprise procedures22. Amend sequences as required and save in appropriate format23. Ensure source materials, selected materials and back-up copies are stored securely and labelled correctly24. Complete required documentation, noting variations and issues from original instructions25. Leave workstation in original or improved condition, ensuring there has been no adverse impact on site

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

- communication, teamwork and organisational skills sufficient to:
 - arrange film, television and interactive media content logically and accurately
 - liaise with relevant production personnel, e.g. editors, directors
 - understand and follow instructions as required
- technical skills sufficient to:
 - edit simple image and audio sequences and segments, including dialogue
 - digitise pre-recorded content, e.g. film, analogue video
 - follow relevant file management protocols for specified operating systems
- self-management skills sufficient to:
 - prioritise work tasks
 - meet deadlines
 - seek expert assistance when problems arise
- literacy and numeracy skills sufficient to:
 - identify and label accurately source materials and copies
 - implement and record time codes and timings
 - document image and sound components, e.g. completion of logging sheets

Required knowledge

- familiarity with basic picture and sound editing conventions and techniques
- industry knowledge, including:
 - roles and responsibilities of post-production personnel
 - basic understanding of the features and capabilities of facilities and equipment for sound editing and broadcast
 - working knowledge of a range of editing software and equipment
- OHS requirements as they apply to use of computers and keyboards

Evidence Guide

EVIDENCE GUIDE

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.

Overview of assessment

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Evidence of the following is essential:

- systematic preparation of content segments for editing from source video or film
- correct identification and logging of single images, audio grabs and basic sequences
- ability to transfer and digitise video and film materials
- collaborative approach to work
- attention to detail
- ability to work to deadlines.

Context of and specific resources for assessment

Assessment must ensure:

- access to a range of pre-recorded films and videos
- availability of a range of editing facilities - non-broadcast and broadcast
- exposure to a range of computer software for editing and documentation of image and audio
- 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

A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:

- direct questioning combined with review of portfolios of evidence and third-party workplace reports of on-the-job performance
- evaluation of a range of material prepared, logged and edited by the candidate in response to instructions received from a supervising editor
- written or verbal questioning to test knowledge as listed in the required skills and knowledge section of this unit.

Guidance information for

Holistic assessment with other units relevant to the

EVIDENCE GUIDE**assessment**

industry sector, workplace and job role is recommended, for example:

- CUFDIG301A Prepare video assets
- CUFSOU204A Perform basic sound editing
- CUFSOU301A Prepare audio assets.

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.

<p><i>Technical and creative requirements</i> may include:</p>	<ul style="list-style-type: none"> • ADR (additional dialogue recording) • audio levels • break in control track • colour bars • drop-outs • film leaders • graphics • production style • quality of image/sound • rushes • script materials • sequences, e.g.: <ul style="list-style-type: none"> • vision cuts • sound editing, e.g. dialogue • voice-over • music • sync marks • tape black • time codes.
<p><i>Productions</i> may include:</p>	<ul style="list-style-type: none"> • animated productions • commercials • documentaries • feature films • filmed events or performances • music video • pre-recorded television productions • short films • television productions, e.g. music, drama, comedy, variety, sport.
<p><i>Editing</i> may include:</p>	<ul style="list-style-type: none"> • computerised data • digital non-linear • film

RANGE STATEMENT	
	<ul style="list-style-type: none"> • linear • off-line • online • video.
<i>Production personnel</i> may include:	<ul style="list-style-type: none"> • assistant editor • CGI (computer generated imagery) personnel • designers • director • director of photography • editing suite personnel • editor • floor manager • laboratory personnel • music composer • picture editing personnel • producer • production designer • production manager • sound editing personnel • sound effects personnel • technical director • other technical/specialist staff.
<i>Source materials</i> may include:	<ul style="list-style-type: none"> • CDs • DVDs • film • graphics • internet • mini disks (MDs) • stills • tape (analogue; camera, digital) • work prints • work tapes.
<i>Documentation</i> may include:	<ul style="list-style-type: none"> • assembly order • budgets • call/running sheets • camera reports • computer generated • continuity reports • contracts • EDLs (edit decision lists)

RANGE STATEMENT	
	<ul style="list-style-type: none"> • fault reports • hire agreements • list of sequences with relevant shot numbers • logging sheets • manually written • manufacture schedules • manufacturer specifications/instructions • marked-up scripts • marked-up transcripts • memos of instruction • operational/project plan • production schedules • scripts • sound reports • sound sheets, e.g.: <ul style="list-style-type: none"> • time-code log sheets for location sound recordings • wild-line and sound effects log sheets.
Medium may include:	<ul style="list-style-type: none"> • computer disk, e.g. CD/DVD • film of any gauge, e.g.: <ul style="list-style-type: none"> • 16 mm • 35 mm • super 35 mm • 70 mm • mini disk • sound • video of any format, e.g.: <ul style="list-style-type: none"> • miniDV • DVCam • Betacam • SP and digital Betacam • VHS/SVHS • vision.
Storage and memory may include:	<ul style="list-style-type: none"> • disk space (hard, optical, floppy) • film duplicates • flash memory, e.g. USB drives • solid state, e.g. RAM.
Formats may include:	<ul style="list-style-type: none"> • audio/sound, e.g.: <ul style="list-style-type: none"> • DAT

RANGE STATEMENT	
	<ul style="list-style-type: none"> • AIFF • WAV • MIDI • MP3 • magnetic tape • computerised data • film of any gauge • graphics • stills • video of any format, e.g.: <ul style="list-style-type: none"> • DVC • VHS • Beta • HDTV • AVI • MPEG.
Software may include:	<ul style="list-style-type: none"> • Adobe Premiere Pro • Avid Liquid Pro • Final Cut Pro • Ulead MediaStudio Pro.
Hardware may include:	<ul style="list-style-type: none"> • computers, e.g. PC, Macintosh, Avid • DVD/CD player • edit controllers, e.g. Lightworks • external hard drives • iPod • source and record machines, e.g. Beta, VHS, DAT • Steenbeck • video machines/recorders.
Editing facilities may include:	<ul style="list-style-type: none"> • digital non-linear, e.g. Mac G5, Avid • editing bins • linear, e.g. Steenbeck, Beta, VHS • off-line • online • pic sync • rewinders • synchronisers • viewers.
Consumable materials may	<ul style="list-style-type: none"> • audio tape

RANGE STATEMENT	
include:	<ul style="list-style-type: none"> • computer disks • DVDs • film cans • labels • marking pens • video/DVD cases • viewer globes.
<i>Shots</i> may include:	<ul style="list-style-type: none"> • bird's eye • close-ups • cutaways • high-angle, low-angle • long shot, mid shot • medium close-ups • noddy • pans • reverses • tilts • two shot • wide shots • wide-angle.
<i>Log</i> may include:	<ul style="list-style-type: none"> • can ID • counter reading • drop-outs/faults • in point • out point • shot descriptions • tape ID • time code • timings.
<i>Time codes</i> may include:	<ul style="list-style-type: none"> • burned-in code • clapperboard/slate • frame rates • genlock • keyed-in code • LTC (longitudinal time code) • SMPTE/EBU • synchronisers • time-code rates • VITC (vertical interval time code).

RANGE STATEMENT	
Items to be noted in <i>edit decision lists</i> may include:	<ul style="list-style-type: none"> • composition • coverage • dialogue • effects transitions, e.g.: <ul style="list-style-type: none"> • wipes • dissolves • fades • use of graphics • frame ratio and rate • framing • glitches, faults, drop-outs • music • pacing • script changes • soundtrack • special effects • tempo - duration of shots and segments • timing.
<i>Software functions</i> may include:	<ul style="list-style-type: none"> • adjusting audio levels • inserting: <ul style="list-style-type: none"> • transitions • sound effects • music • voice-overs • basic titles and captions • still images • overlays • manipulating still images, e.g.: <ul style="list-style-type: none"> • panning • zooming • manipulating video and audio clips, e.g.: <ul style="list-style-type: none"> • cutting • pasting • copying • moving • splitting.

Unit Sector(s)

Unit sector	
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Competency field

Competency field	Media and entertainment production - post-production
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Co-requisite units

Co-requisite units		