



Australian Government

CUADIG301 Prepare video assets

Release: 1

CUADIG301 Prepare video assets

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 prepare video assets for inclusion in interactive media.

It applies to individuals who work in collaboration with others and under supervision to convert video into forms appropriate for streaming, downloading and/or digital media products. In smaller organisations, they may combine this role with video editing, authoring or programming.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Visual Communication – Digital Content and Imaging

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. Identify video assets	1.1 Obtain and assess digital video content as determined by production 1.2 Clarify production schedules and deadlines with relevant personnel 1.3 Identify file format, output purpose, destination and platform of source video according to production requirements 1.4 Discuss, with relevant personnel, required output file format and codecs for specified bandwidths, and appropriate video encoding software

ELEMENT	PERFORMANCE CRITERIA
2. Prepare video assets	2.1 Load video files into appropriate video encoding software 2.2 Check duration and quality of video sequences meet production requirements, and balance and clip sequence if necessary 2.3 Determine and apply appropriate video and audio codecs to meet quality standards 2.4 Batch and optimise video files where possible 2.5 Save files in appropriate output file format using standard industry or enterprise naming conventions 2.6 Follow safe ergonomic practices when using computer equipment for long periods of time
3. Package video assets	3.1 Assign metadata tags if required 3.2 Group files in folder system using standard industry or enterprise naming conventions 3.3 Archive and store in share drive or asset repository for production team access

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.3, 2.2, 2.5, 3.1, 3.2	- Identifies and interprets information in organisational documents - Locates correct folders for storing electronic data - Checks textual information for accuracy
Writing	2.5, 3.1, 3.2	- Writes metadata tags to aid classification of files - Applies standard naming conventions to electronic data
Oral Communication	1.2, 1.4	- Discusses video requirements using industry appropriate language - Uses questioning and listening techniques to clarify requirements
Numeracy	2.2, 2.3	Calculates basic bandwidth requirements

Navigate the world of work	2.5, 2.6, 3.2	Complies with enterprise and legislative requirements
Interact with others	1.2, 1.4	Uses appropriate communication practices and protocols to confirm requirements with personnel
Get the work done	1.1-1.4, 2.1-2.5, 3.1-3.3	- Plans and completes tasks required to achieve requirements within deadlines - Makes decisions directed related to completion of tasks - Used digital tools to prepare and store video assets

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
CUADIG301 Prepare video assets	CUFDIG301A Prepare video assets	Updated to meet Standards for Training Packages. Performance criteria edited and added.	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=1db201d9-4006-4430-839f-382ef6b803d5>

Assessment Requirements for CUADIG301 Prepare video assets

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Performance Evidence

Evidence of the ability to:

- prepare video sequences for use in media distribution channels or interactive media products
- use video encoding software to prepare video sequences that meet quality requirements within production deadlines
- save and store files according to industry or enterprise conventions.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- outline the features of the delivery platforms used to prepare video assets
- explain why video file compression is required
- identify common digital video sources and output formats
- explain appropriate codecs for various platforms and destinations
- describe techniques for saving and preparing digital video output to optimise file size
- explain purposes and procedures for correctly naming and tagging video files
- explain safe work practices in relation to working on computers for periods of time.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in creative arts industry environments. The assessment environment must include access to:

- video encoding and editing software and equipment
- manuals and instructions.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational educational and training legislation, frameworks and/or standards.

Links

Companion Volume implementation guides are found in VETNet -

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