



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

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	1.1, 1.6, 3.1	Interprets production documentation, extracts and analyses relevant information to establish job requirements
Writing	2.2, 2.3, 4.2, 4.3	- Uses clear language and terminology to record lists, relevant information and report faults - Completes documentation using required formats, terminology and conventions specific to industry and enterprise procedures
Oral Communication	1.1, 1.4, 3.1, 3.6, 4.1, 4.4	- Uses clear, specific language to provide information, discuss requirements and solutions - Uses listening and questioning techniques to obtain and confirm information
Navigate the world of work	3.3, 4.1, 4.3, 4.4	Meets expectations associated with own role and responsibilities for planning and completing work within time constraints and in compliance with enterprise procedures
Interact with others	1.1, 1.4, 3.1, 3.6, 4.1, 4.4	- Collaborates with others to achieve joint outcomes - Selects and uses appropriate communication methods and practices to clarify information, engage in discussions and elicit feedback from others
Get the work done	1.2-1.4, 2.1- 2.6, 3.2-3.6, 4.2, 4.3, 4.5, 4.6	- Plans and sequences content preparation and editing tasks to meet creative and technical criteria and production requirements - Makes decisions about sequencing and the use of other material to preserve and enhance meaning - Uses a range of features and functions of digital editing tools and equipment to assemble sound and vision components - Makes considered editing decisions under some pressure and evaluates their effectiveness in meeting requirements

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
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>

Assessment Requirements for CUAPOS401 Edit screen content for fast turnaround

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Performance Evidence

Evidence of the ability to:

- review and prepare materials to be edited
- select and note in and out points of sequences to be used in edits
- produce final edits that bring vision and sound content together in line with production requirements and deadlines
- follow procedures for completing workplace documentation
- work collaboratively with production personnel to produce edited sequences.

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 vision and sound editing techniques
- describe features of industry-standard editing software and equipment
- outline roles and responsibilities of post-production personnel
- describe creative and technical elements of screen content that typically need to be edited within short timeframes
- identify typical problems with editing vision and sound content for fast turnaround, and briefly describe solutions.

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:

- vision and sound content to be edited

- editing software and equipment
- production documentation.

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

Links

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