



Australian Government

Department of Education, Employment and Workplace Relations

CUFPOS301A Prepare motion picture film for printing or transfer

Revision Number: 1

CUFPOS301A Prepare motion picture film for printing or transfer

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit describes the performance outcomes, skills and knowledge required to inspect, clean and edit motion picture film materials in preparation for printing, telecine transfer or digitisation. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
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Application of the Unit

Application of the unit	Editors, assistant editors and archival media technicians apply the skills and knowledge outlined in this unit. Generally work is carried out under supervision and entails preparing motion picture film for printing to film, or transfer to video and digital formats. This work may be undertaken in the production of rushes, digital intermediate material, feature productions or archival printing. Key functions include cutting and splicing simple sequences from film according to instructions, as well as analysing the quality of film materials and undertaking basic repairs to damaged film. Attention to detail and accuracy is critical to the editing and preparation processes, as well as effective, safe and ethical work practices. More complex skills associated with major restoration of old or badly damaged film are covered in: • CUFPOS405A Restore moving images.
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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 film for printing or digitisation	1. Liaise with relevant production personnel to identify and interpret production requirements for the treatment of motion picture film 2. Assess quality and completeness of motion picture film and sound to identify useable components and complete appropriate documentation according to enterprise procedures 3. Identify faults and repair or replace where applicable in collaboration with relevant production personnel 4. Establish required frame sequences for motion picture film and sound ensuring available equipment is aligned correctly 5. Record identification numbers for sequences and cut and match accurately according to provided documentation and instructions 6. Use safe and appropriate handling procedures to avoid damage to motion picture film and sound during production process
Repair and assemble film	7. Check motion picture film and sound for faults prior to cutting and assembling 8. Ensure motion picture film and sound meets required production or preservation standards and, where applicable, undertake remedial action 9. Carry out repairs to motion picture film and sound within individual level of responsibility and experience 10. Assemble selected takes ready for printing or transfer according to production requirements
Clean film	11. Clean compiled film and sound media using appropriate cleaning equipment and check that it is free of dust and damage 12. Ensure operation of cleaning equipment is conducted safely and within manufacturer guidelines 13. Handle cleaning processes according to prescribed OHS regulations and enterprise procedures
Complete process	14. Assemble unused sequences, record and store safely 15. Produce required documentation to report on quality of film and sound 16. Log completed film and sound compiles and dispatch to the required destination according to enterprise procedures

ELEMENT	PERFORMANCE CRITERIA
	17. Apply OHS procedures at all times, including safe handling of hazardous materials

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

- communication skills sufficient to:
 - interpret and clarify written or verbal instructions
 - ask basic questions clearly and confidently of production personnel
- ability to work as a member of a production team, both independently and under direction
- technical skills sufficient to:
 - make simple adjustments to, and operate basic film and sound editing equipment
 - apply the principles and techniques of negative cutting and assembly
 - undertake repairs to damaged footage
 - ensure the safe handling of film
- literacy skills sufficient to interpret written background information and to complete workplace documentation
- self-management skills sufficient to:
 - work under pressure and meet deadlines
 - seek expert assistance when problems arise
- problem solving skills sufficient to anticipate and deal with minor equipment set-up problems

Required knowledge

- industry knowledge, including:
 - roles and responsibilities of project team members, e.g. laboratory technicians, media archivists, telecine and video operators
 - motion picture film industry and history
 - features of a range of delivery platforms, including film-to-video transfers
 - film stocks and their characteristics
- OHS requirements as they relate to working for periods of time on close-up work, manual handling and chemicals

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:

- preparation of motion picture film for printing or transfer that demonstrates:
 - an ability to handle negatives and hazardous materials safely
 - correct interpretation of job instructions
 - attention to detail
- collaborative approach to work.

Context of and specific resources for assessment

Assessment must ensure:

- access to a range of film and sound footage
- access to a range of equipment and materials listed in the range statement
- 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 film material prepared by the candidate in response to instructions received from a supervisor
- observation of the candidate preparing film for printing to determine whether correct procedures have been followed
- 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:

- CUFPOS302A Process motion picture film
- CUFPOS303A Print motion picture film.

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.

<i>Production personnel</i> may include:	• archives staff • assistant editor • director • director of photography • editors • laboratory personnel • producer • production management personnel • telecine operators • video operators.
<i>Production requirements</i> may include:	• client instructions • copying • cutting and matching instructions • deadlines • digital intermediate workflow • re-edits or repurposing • restoration requirements • transfer formats.
<i>Film and sound</i> may include:	• A and B rolls • audiotape, e.g. open reel analogue; cassette, digital • black and white material • colour material • film of any gauge, e.g. 35 mm, 16 mm, 8 mm • intermediate film negatives and positives • kine footage • original camera negatives • sound negatives • subtitles • work prints.
<i>Documentation</i> may include:	• can labels, e.g.: • roll number

RANGE STATEMENT	
	• magazine number • stock type • date • client details • computer generated • EDLs (edit decision lists) • job code, title • manually written • reports, e.g. fault reports.
Faults may include:	• abrasions • base scratches • broken splices • broken sprockets • cinch marks • decomposition • digs • dye fade • emulsion scratches • faulty processing • machine malfunction • noise • poor exposures • vinegar syndrome.
Sequences may include:	• completed programs • single scene edits • titles and subtitles.
Equipment may include:	• computers • editing bins. • flat-bed film viewers, e.g. Steenbeck • gloves • pic sync • rewinders • splicers, e.g. tape, cement, ultrasonic • synchronisers • video recorders/replay • other viewers, e.g. Moviola.
Production and preservation standards may include:	• adjusted exposures/contrast • colour balance • emulsion/base issues

RANGE STATEMENT	
	• restoration • shrinkage issues • splicing • storage environment, e.g. temperature, relative humidity, pollutants • storage orientation • winding tension.
<i>Repairs</i> may include:	• emulsion • rips • sound distortions • sound noise • splices • sprockets • tears.
<i>Printing or transfer</i> may include:	• film: • negatives • duplicate negatives • positive • reversals • work print • answer print • release prints • film to digital: • video • data • sound: • negatives • magnetic • positive optical film • data.
<i>Cleaning processes</i> may include:	• hand cleaning, e.g.: • cleaning cloths • solvents • PTRs (particle transfer rollers) • machine cleaning, e.g.: • rotating hair brushes • rotating velvet brushes • rotating chamois or cloth buffs

RANGE STATEMENT

	ultrasonic film cleaning.
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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		