



Australian Government

Department of Education, Employment and Workplace Relations

CUFPOS302A Process motion picture film

Revision Number: 1

CUFPOS302A Process motion picture film

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit describes the performance outcomes, skills and knowledge required to process negative and positive motion picture film. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
------------------------	--

Application of the Unit

Application of the unit	Motion picture laboratory technicians apply the skills and knowledge outlined in this unit. The core activity involves safe handling and processing of both negative and positive motion picture film. Duties include determining settings for processing equipment, applying correct chemical solutions and temperature and monitoring film processing operations. Motion picture laboratory technicians usually work under the supervision of a senior laboratory technician.
--------------------------------	--

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
-----------------------------	--

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.
---	--

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Receive, check, and spool exposed film	1. Read and interpret production documentation and log receipt and processing of film job 2. Identify deadlines for production of film and ensure material is processed promptly to meet requirements 3. Check film to identify type and determine special processing requirements 4. Handle film with care to avoid damage throughout the production process, including protection from light sources 5. Transfer exposed film onto spools for bulk processing
Prepare equipment for film processing	6. Power up equipment according to manufacturer specifications in a safe manner and according to enterprise procedures 7. Check temperature controls are set as required 8. Monitor and regulate settings of processing equipment to match requirements of film type and processing instructions 9. Perform duties in a safe manner according to defined OHS regulations and enterprise protocols
Test performance of equipment	10. Undertake appropriate testing of equipment to prevent damage to film during processing 11. Process sensitometric tests as required and respond to recommendations to ensure process meets required specifications 12. Ensure that sufficient supplies of replenishment chemicals are available to complete processing run and advise relevant personnel of requirements
Monitor film processing	13. Splice film onto leader and feed spooled film into processing machine 14. Splice subsequent spools of film to the tail end of previous spool consistent with features and specifications of equipment 15. Monitor operation of equipment throughout process to maintain required settings 16. Complete recovery operations in response to faults, to avoid damage to or loss of exposed film
Complete work operations	17. Remove processed film from equipment and check for physical quality 18. Power or shut down equipment according to

ELEMENT	PERFORMANCE CRITERIA
	manufacturer instructions and enterprise procedures 19. Produce required documentation to report on the quality of processed film produced 20. Log completed film job and dispatch to required destination according to enterprise procedures

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:
 - interpret film processing specifications and instructions as required
 - liaise with other personnel, e.g. editors, camera personnel, laboratory staff
- self-management skills sufficient to:
 - work under pressure
 - meet deadlines
 - follow workplace procedures with regard to the safe handling of film and chemicals used to process film, e.g. developer, fixer, bleach
 - seek expert assistance when problems arise
- technical skills sufficient to use a range of film processing equipment
- problem solving skills sufficient to anticipate and deal with minor equipment set-up problems
- literacy and numeracy skills sufficient to:
 - identify and label accurately source materials and copies
 - implement accurate logging and filing of film information using relevant file management protocols for specified operating systems
 - implement and record time codes and timings where relevant
 - document image and sound components, e.g. completion of logging sheets
 - interpret manufacturer specifications
 - interpret chemical labels and material safety data sheets

Required knowledge

- industry knowledge:
 - roles and responsibilities of project team members, e.g. laboratory technicians, media archivists, telecine and video operators
 - industry terminology relevant to film production and laboratory operations
 - features of a range of processing software and equipment
 - film types and their characteristics
- OHS requirements as they relate to working for periods of time on close-up work, manual handling and chemicals
- current film processing techniques and application of different methods,
- well-developed film handling techniques
- basic sensitometry as applied to process monitoring

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: - processing of motion picture film that demonstrates: - safe handling of hazardous materials and exposed and unexposed film - correct interpretation of job instructions - attention to detail - collaborative approach to work.
Context of and specific resources for assessment	Assessment must ensure: - practical demonstration of skills within timeframes in a work environment - access to motion picture film processing opportunities, together with a reasonable variety of assignments - access to a range of motion picture film processing hardware - 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 - inspection of film processed by the candidate in response to instructions received from a supervisor - observation of the candidate processing film 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.

EVIDENCE GUIDE**Guidance information for assessment**

Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example:

- CUFPOS301A Prepare motion picture film for printing or transfer
- 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.

Documentation may include:

- camera sheets
- can labels, e.g.:
 - roll number
 - magazine number
 - stock type
 - date
- client details
- computer generated
- job code
- job title
- manually written
- processing instructions.

Film may include:

- black and white film
- colour film
- exposed film
- film of any gauge, e.g. 16 mm, 35 mm, 70 mm
- negative film:
 - original
 - duplicate
- positive film:
 - release print
 - duplicate
- sound negative or print
- subtitles
- unexposed film.

Equipment may include:

- chemical solutions, e.g.:
 - pre-bath
 - developer - black and white, colour
 - bleach
 - fixer
 - wash

RANGE STATEMENT	
	• commercial processing machines, e.g. continuous processor • film rewind benches • film splicers • heating elements • pumps • rollers • spool • turbulators.
Settings may include:	• EI (exposure index) of film • replenishment rates • settings of circulation pumps • temperature of chemical solutions • transport speed.
Processing instructions may include:	• deadline details • job card/job sheet • production schedule.
Testing may include:	• chemical temperature test • control strip • scratch test • sensitometric test.
Personnel may include:	• archival film service officers • archivists • camera personnel • directors • film editors • motion picture laboratory officer • producers • telecine operators • other laboratory technicians.
Faults may include:	• broken splices • broken sprocket holes • film breaks • machine malfunction • scratches.

Unit Sector(s)

Unit sector	
--------------------	--

Competency field

Competency field	Media and entertainment production - post-production
-------------------------	--

Co-requisite units

Co-requisite units		