



Australian Government

Department of Education, Employment and Workplace Relations

CUVPHI302A Capture photographic images

Release: 1

CUVPHI302A Capture photographic images

Modification History

Version	Comments
CUVPHI302A	This version first released with <i>CUV11 Visual Arts, Craft and Design Training Package version 1.0</i>

Unit Descriptor

This unit describes the performance outcomes, skills and knowledge required to apply a range of techniques to capture images using a standard digital stills camera.

Application of the Unit

This unit describes many of the foundation skills needed by those planning a career in photo imaging, but also applies in contexts where photography may not be the primary job role or main focus of work activity. For example, in the creative sectors a visual artist uses these skills to document the progress of work. In the events industry, an event coordinator might need to take photographs of potential venues or site layouts. Image styles may be technical, photojournalistic or illustrative. Further skills needed by professional photographers are covered in the unit CUVPHI401A Capture images in response to a brief.

At this level, work would be undertaken independently but within established parameters. Supervision or guidance is available as required.

Licensing/Regulatory Information

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

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Element

Elements describe the essential outcomes of a unit of competency.

Performance Criteria

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

1. Prepare to capture digital images	1.1. Discuss photographic project with relevant people and select appropriate camera and accessories 1.2. Assess digital camera features to ensure that outcomes meet project requirements 1.3. Plan shots for the project taking into account digital camera features, lighting, photographic design elements and photographic techniques
2. Preview and experiment with image capture	2.1. Operate digital camera according to manufacturer specifications 2.2. Set digital camera preferences and use photographic techniques to achieve desired results 2.3. Adjust planned shots as required and experiment with different ways of achieving desired results
3. Review images	3.1. Download digital images or scan developed film images using appropriate digital imaging software where appropriate 3.2. Rotate, cull, sort and rename images to meet requirements 3.3. Apply metadata and key words to images as required 3.4. Back up and archive as required 3.5. Seek feedback from others on quality of original captures and note areas for future improvement
4. Enhance images	4.1. Enhance images using digital imaging software 4.2. Evaluate outcome against project requirements and confirm with relevant people as required 4.3. Seek feedback from others on quality of enhanced images and note areas for future improvement
5. Finalise image capture process	5.1. Catalogue as required, ensuring extraction and embedding of all necessary metadata as required 5.2. Complete workplace documentation as required 5.3. Clean and store equipment and accessories according to workplace procedures

Required Skills and Knowledge

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

Required skills

- communication and literacy skills to:
 - interpret and clarify written and verbal instructions
 - follow instructions in equipment operation manuals
 - interpret technical charts or diagrams associated with standard cameras
- critical thinking skills to evaluate a range of information in order to assess and respond to the requirements of a photo imaging project
- problem-solving skills to:
 - resolve minor equipment set-up problems
 - identify and correct image issues when enhancing
- self-management skills to:
 - work within requirements of a project
 - seek expert assistance when required
- technical skills to proficiently use:
 - a digital camera to create well-composed photo images
 - software and other equipment to enhance photo images.

Required knowledge

- basic photographic techniques
- features of standard digital cameras
- cleaning and maintenance techniques for cameras and accessories
- key photo imaging industry terminology
- pixel count (megapixels) and how this relates to resolution and output size of the final image
- elements and principles of design for photo images
- manuals, safety and other documentation relevant to image capture and storage requirements and locations
- OHS procedures in relation to photo imaging work, cameras and computers.

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 ability to: - capture photo images that meet the quality and look requirements for a range of projects - use a wide range of features of a standard digital stills camera.
Context of and specific resources for assessment	Assessment must ensure access to: materials, resources and equipment needed to capture digital photographic images.
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: - practical demonstration of skills using a camera to capture images for specific purposes - evaluation of images captured by the candidate - oral or written questioning to assess knowledge of camera techniques and features - discussion and/or written report of the nominated techniques applied to selected subject matter - review of portfolios of evidence - review of third-party reports from experienced practitioners. Assessment methods should closely reflect workplace demands (e.g. literacy) and the needs of particular groups (e.g. people with disabilities and people who may have literacy or numeracy difficulties, such as speakers of languages other than English, remote communities and those with interrupted schooling).
Guidance information for assessment	Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended.

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>Relevant people</i> may include:	• clients • colleagues • managers • mentors • other specialised creative staff • people being photographed • supervisors • teachers.
<i>Accessories</i> may include:	• batteries • computer and monitor, including laptop computer • computer cables and hub • extension leads • filters • lens hoods • light reflectors • light absorbers • monopod • memory storage devices: • flash drive • external hard drive • memory card • range of lenses • tripod.
<i>Digital camera features</i> may include:	• aperture: minimum and maximum values • battery: type, size, voltage and output power • colour, target and working space • compatibility of hardware with digital imaging software • exposure compensation • file format and compression/quality if relevant • flash, such as: • fill flash • flash compensation • on-off

	• red-eye reduction • second or rear curtain sync • slow-sync • focussing options: • auto • facial recognition • focus points • manual • ISO: auto, manual, film speed and push/pull processing • lens focal length: • close-up/macro • telephoto • wide angle • memory storage device: type, capacity and read/write speed • menu functions • metering options: • centre weighted • matrix • spot • operating modes: • aperture priority • automatic (green square) • manual • program • shutter priority • resolution: megapixels and compression/quality if relevant • scene modes: • backlight • beach • fireworks • macro • night • snow • sunset • shutter speed: minimum and maximum values • subject modes: • portrait • landscape • sports
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	• macro • viewfinder diopter adjustment values • white balance: • auto (AWB) • Kelvin value • sunlight • shade • tungsten • zoom: • range • maximum aperture at extremities of focal length.
Lighting may be:	• ambient • axis lighting • backlit • daylight • diffused • direct • directional-diffused • front lit • moonlight • natural light • on-camera flash • open shade • raking • reflected or bounced • rim light • side lighting • silhouetting • top or overhead lighting • under lighting • window light.
Photographic design elements may relate to:	• balance • colour relationships: • accent on neutral • similar • complementary • monochromatic • tetrad • triad • composition:

	• rule of thirds • golden mean • fallow edges (margins) • contrast: increased or decreased • emphasis and de-emphasis, e.g. depth of field • eye tracking • framing: • angle of view • field of view • point of view • leading lines • line, curve, shape and form • positive and negative space • perspective • proportion • repetition • scale • subject separation: • by colour • by focus • by tone • symmetry and asymmetry • unity.
Photographic techniques may be:	• activating auto focus • setting depth of field: • minimum and maximum hyperfocal points • relationship formula between focal length, distance from subject and aperture • metering for exposure: • contrast evaluation • grey card • incident • reflected • spot • using focus lock and prefocus • controlling perspective with focal length: • flattened • normal • steepened • working with moving subjects and motion:

	• freezing movement with high shutter speed • freezing movement with flash • implying movement with second or rear curtain flash sync • panning a moving subject • implying movement with slow shutter speeds • capturing a time exposure sequence.
Digital imaging software may include:	• wide range of programs, such as: • Adobe Photoshop • Adobe Photoshop Elements • Adobe Photoshop Lightroom • Apple Aperture • Corel Paint Shop Pro • Corel PhotoPaint • GNU Image Manipulation Program (GIMP and GIMPshop).
Sort may include:	• auto sort by metadata • drag into an order • flag • group like images together • label • rate • stack.
Metadata may include:	• copyright notice • copyright status • creator • date of capture/date created • description • international standards: • EXIF • IPTC • PLUS • headline or caption • job or identifier number • key words or tags • geotagging and GPS coordinates • rights usage and terms • subject • title • version.

<i>Enhance</i> may include:	• straightening: horizon or a known horizontal or vertical line • correcting perspective, such as converging verticals • cropping to discard surplus data • setting most common resolution, without resampling • specifying tonal range • allocating contrast • compensating for colour cast or tint • boosting vibrance, saturation and chroma • basic spotting: • dust marks • remove red eye.
<i>Documentation</i> may be:	• digital: • catalogue • diagrams and plans • database • spreadsheets • hard copy: • visual diary • data sheets with notes • diagrams and plans • sketches.

Unit Sector(s)

Visual communication – photo imaging