

ESKIAV1 (SQA Unit Code - F9AG 04)

Audio and Video Software



Overview

This is the ability to use a software application designed to record and edit audio and video sequences.

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Performance criteria

Use audio or video hardware and software to capture sequences

You must be able to:

- P1. Use [input devices](#) and built-in audio or video software to record information to meet needs
- P2. [Store and retrieve](#) sequences using pre-set file formats, in line with local guidelines and conventions where available

Use audio or video software tools to combine and edit sequences

You must be able to:

- P3. Cut and paste short [sequences](#) to meet needs
- P4. [Combine information](#) of different forms or from different sources, in line with any copyright constraints
- P5. Respond to common [problems with audio or video](#) sequences

Play and present audio or video sequences

You must be able to:

- P6. Select and use appropriate audio or video software to playback and display audio or video files
- P7. Playback audio or video sequences using an appropriate [display device](#)
- P8. [Adjust playback and display settings](#) so that files are presented to meet needs**

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Knowledge and understanding

You need to know and understand:

Use audio or video hardware and software to capture sequences

- K1. Identify the input device and associated software to use
- K2. Identify the [file format](#) used by the input device

You need to know and understand:

Use audio or video software tools to combine and edit sequences

- K3. Identify the audio or video editing software to use for the file format
- K4. Identify [copyright constraints](#) on using others' information

You need to know and understand:

Play and present audio or video sequences

- K5. Identify the playback software to use for the file format to be displayed
- K6. Identify the display device to use for the sequence

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Additional Information

Scope/range

A foundation user can use a range of basic audio or video software tools and techniques appropriately to record and edit straightforward or routine audio or video sequences. Any aspect that is unfamiliar will require support and advice from others.

Audio and video software tools and techniques will be defined as 'basic' because:

1. the software tools and functions involved will be pre-defined or commonly used;
2. the range of inputting, manipulation and outputting techniques are straightforward or routine; and
3. the document type and structure will be predetermined or familiar.

Examples of context: recording some video footage on a webcam then editing it to create a 30 second video clip for a presentation or to post to a 3rd party website; or recording a short interview using a digital Dictaphone and editing to create a sound clip to add to a webpage.

Examples of Content

The examples given are indicative of the learning content at each level and are not intended to form a prescriptive list for the purpose of assessment

Use audio or video hardware and software to capture sequences

Input devices: Webcam, video camera, microphone, Dictaphone, mobile phone; **Input techniques:** Copy and paste, screen grabs/shots, file download (eg connect USB lead, drag and drop)

File format: Supported by the software used (eg mpeg, png, wmv, quicktime)

Store and retrieve: Files (eg create, name, open, save, save as, print, close)

Use audio or video software tools to combine and edit sequences

Sequence: Specially recorded, existing; short (eg less than 2 mins), mode (eg b&w)

Combine information: Audio or video clips into presentations;

Techniques: Copy and paste, insert, screen grabs/shots;

Forms of information: moving images, sound (eg spoken word, music, sound effects)

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Copyright constraints: Effect of copyright law (eg on music downloads or use of other people's images), acknowledgment of sources, avoiding plagiarism

Audio and video problems: High or low contrast, volume

Play and present audio or video sequences

Display device: PC, laptop, video camera, Dictaphone, mobile phone, handheld audio or video device (eg mp3 player, iPod)

Adjust playback and display settings: Start, stop, fast forward, rewind, pause, volume, contrast, brightness, thumbnail, quarter screen, full screen

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Validity Current

Status Original

Originating organisation e-skills UK SSC

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Relevant occupations Application Support; ICT for users; Information and Communication Technology

Suite IT Users 6.2

Key words IT User, ICT, Information Technology, ITQ, Productivity