



Unit title	Ingest material for post production
SQA Unit code	H6P6 04
SCQF level	6
SCQF credit points	7
SSC Ref	CDM12

TITLE	Ingest material for post production
Learning Outcomes <i>The learner will</i>	Assessment Criteria <i>The learner can</i>
1. Understand standards and principles relating to ingesting material for post production	1.1 Summarise current viewing standards for different platforms 1.2 Summarise current professional, national and international deliverable standards for different platforms 1.3 Summarise expressions of best practice for different platforms 1.4 Explain key principles of management of metadata 1.5 Explain key principles of standard and non-standard: <ul style="list-style-type: none"> • deliverables • file formats • digital interconnectivity
2. Be able to prepare to ingest material for post production	2.1 Explain how to estimate and optimize time and resources required for a task 2.2 Identify the required format, quality, metadata and future use for material to be ingested 2.3 Resolve any inconsistencies in metadata with production 2.4 Specify the technical capabilities of material for storage and use 2.5 Identify the intended location for media, the workspaces to use and the folder structure in which it is to be stored
3. Be able to use equipment to ingest material for post production	3.1 Explain how to handle and protect materials physically and electronically 3.2 Explain how to resolve the types of fault that can occur in equipment used to ingest material 3.3 Use software capable of converting raw material to the desired format and quality 3.4 Select the resolution required for the workflow 3.5 Copy and ingest material completely 3.6 Scan and ingest material completely 3.7 Check that material: <ul style="list-style-type: none"> • is available for viewing in the correct location • is accessible to tools for viewing • has the correct resolution

<p>4. Be able to deal with problems relating to ingesting material for post production</p>	<p>4.1 Address identified visual and sound problems while copying, scanning and ingesting that are potentially significant for future workflow</p> <p>4.2 Report unresolved visual and sound problems while copying, scanning and ingesting, identifying their implications</p> <p>4.3 Explain ways in which problems could potentially be resolved</p> <p>4.4 Supply data for problems that cannot be resolved with the available resources to a support facility</p>
<p>5. Be able to store input material and related data securely</p>	<p>5.1 Use recognised naming conventions</p> <p>5.2 Log clear and accurate data on the content of outputs</p> <p>5.3 Check that backups are stored securely</p> <p>5.3 Check that originating material is secure</p>

Additional information about the Unit
Unit purpose and aim(s)
This unit assesses the ability to copy raw material or scan film material ready for a variety of editing processes such as offline editing. Learners will understand the standards and principles of ingesting material and will be able to prepare the material and use relevant equipment and software. The material resulting should be available for the next stage of the workflow, in the right format and resolution, in the right location, logged and stored securely.
Details of the relationship between the Unit and relevant national occupational standards (if appropriate)
This Unit is based on the NOS (SKSE18 AND SKSE5) developed by Creative Skillset.
Details of the relationship between the Unit and other standards or curricula (if appropriate)
N/A
Assessment requirements specified by a sector or regulatory body (if appropriate)
N/A

Assessment (evidence) Requirements

Evidence for this Unit should be generated in the workplace or a real work environment under normal commercial operating conditions. Simulation is only acceptable under certain circumstances, please refer to section 4.1 of Creative Skillset's 'Principles of Assessment for use with SVQs and competency-based qualifications in the SCQF'

Guidance on Instruments of Assessment

This Unit is designed to assess the skills and knowledge of candidates in the workplace.

Acceptable types of evidence

The following sources of evidence can be used in the assessment of the competency based learning outcomes:

- Direct observation of learners carrying out the relevant task;
- Portfolios (hard-copy and digital);
- Inspection and evaluation of products produced (this includes electronic evidence where appropriate);
- Questioning of learners to support performance;
- Simulation where agreed (see section 4.1 of Creative Skillset's 'Principles of Assessment');
- Expert Witness where specific expertise is required;
- Supplementary evidence (i.e. Witness Testimony);
- Recorded Internal competency assessments carried out as part of a structured in-company approach (i.e. ISO9000). Assessors should carry out only confirmatory observation.

For knowledge based learning outcomes the following sources of evidence can be used:

- Oral or written exams/test;
- Portfolios (hard-copy and digital);
- Presentations;
- Simulation on where agreed (see section 4.1 of Creative Skillset's 'Principles of Assessment');
- Assignments;
- Projects;
- Case studies.
- Professional Discussion

Please note: This is not an exhaustive list, all of the assessment methods associated with effective delivery and assessment of qualifications that attest to occupational competency may be used.

SQA's Guide to Assessment is designed to provide support for everyone who assesses for SQA qualifications. It looks at the principles of assessment, and brings together information on assessment in general as well as on best practice in assessment. The Guide to Assessment can be downloaded free from SQA's website:

http://www.sqa.org.uk/files_ccc/GuideToAssessment.pdf