



Higher National Unit specification: general information

Unit title: Radio: Advanced Editing

Unit code: FT5X 35

Superclass: KA

Publication date: August 2011

Source: Scottish Qualifications Authority

Version: 01

Unit purpose

This Unit is designed to enable candidates to acquire the skills and knowledge necessary to edit audio for complex multi track radio productions.

On completion of the Unit the candidate should be able to:

- 1 Prepare audio material for editing.
- 2 Edit a complex multi track radio production.
- 3 Edit a montage sequence.
- 4 Edit a series of news items.

Recommended prior knowledge and skills

Access to this Unit is at the discretion of the centre. However, it would be beneficial if the candidate had some basic knowledge and experience of radio broadcast studio technical operations. This could be demonstrated by achievement of one of the following:

DM1C 34 *Radio: Technical Operations, Recording and Editing*

Relevant work experience.

Credit points and level

2 Higher National Unit credits at SCQF level 8: (16 SCQF credit points at SCQF level 8*)

**SCQF credit points are used to allocate credit to qualifications in the Scottish Credit and Qualifications Framework (SCQF). Each qualification in the Framework is allocated a number of SCQF credit points at an SCQF level. There are 12 SCQF levels, ranging from Access 1 to Doctorates.*

General information (cont)

Core Skills

Opportunities to develop aspects of Core Skills are highlighted in the Support Notes of this Unit specification.

There is no automatic certification of Core Skills or Core Skill components in this Unit.

Context for delivery

This Unit is delivered as part of the mandatory Unit within the HND Creative Industries: Radio. If this Unit is delivered as part of a Group Award, it is recommended that it should be taught and assessed within the subject area of the Group Award to which it contributes. There may be opportunities to integrate delivery of this Unit with Units:

FT5V 35 *Radio: News Programme Production* — SCQF level 8
FT69 35 *Radio Feature Production* — SCQF level 8

Assessment

Outcome 1 can be integrated within the achievement of Outcomes 2, 3 and 4. It will be assessed by observation of the candidate together with recorded programme.

For Outcomes 2, 3 and 4 candidates will be required to keep notes of all meetings with Producers. Practical competence will be assessed by observation of the candidate together with recorded programme. Candidates will also have to produce a written/oral evaluation report on each edit. These reports will be a minimum of 200 words each.

Higher National Unit specification: statement of standards

Unit title: Radio: Advanced Editing

Unit code: FT5X 35

The sections of the Unit stating the Outcomes, Knowledge and/or Skills, and Evidence Requirements are mandatory.

Where evidence for Outcomes is assessed on a sample basis, the whole of the content listed in the Knowledge and/or Skills section must be taught and available for assessment. Candidates should not know in advance the items on which they will be assessed and different items should be sampled on each assessment occasion.

Outcome 1

Prepare audio material for editing.

Knowledge and/or Skills

- ◆ The technical principles needed in order to manage audio material efficiently
- ◆ Which file formats to use in specific situations
- ◆ Transfer methods, compression, file naming and storage
- ◆ How to transfer and import audio from a recording device or other source onto a digital audio workstation using the most appropriate method
- ◆ How to transfer audio between different audio workstations and applications using the most appropriate method
- ◆ How to ensure that the sound material is in the desired format, at the required level, and has the dynamic range appropriate for the recording medium or technology
- ◆ How to save digital audio files in a format appropriate to the situation, and in secure locations, following best practice

Evidence Requirements

Candidates will need to provide evidence to demonstrate their Knowledge and/or Skills by showing that they can, for a given brief:

- ◆ demonstrate fundamental technical principles in order to manage audio material
- ◆ use appropriate file formats for specific situations
- ◆ make appropriate choices regarding transfer methods, compression, file naming and storage
- ◆ demonstrate how digital audio files are handled and displayed by workstations, and the implications in terms of audio integrity of carrying out specific functions
- ◆ implement alternative file transfer and conversion solutions in the event of technical problems occurring, or specifications changing

Assessment Guidelines

The candidate could be given a suitable brief, by the Producer, enabling him/her to carry out all activities, thereby providing the necessary evidence to satisfy this Outcome.

Higher National Unit specification: statement of standards (cont)

Unit title: Radio: Advanced Editing

Outcome 2

Edit a complex multi track production.

Knowledge and/or Skills

- ◆ How to select clips and structure audio in a way which tells a story clearly, accurately and fairly; which reflects the key content without altering its meaning and which preserves its integrity
- ◆ How to carry out digital audio editing — understanding both the editorial and artistic context and the technical considerations
- ◆ How to structure the end product, selecting the appropriate edit points, and achieving edits which are technically, editorially and artistically satisfactory
- ◆ How to mix audio to ensure that sound sources have the required quality, perspective and dynamic, and that transitions are technically accurate
- ◆ How to create a sound mix which achieves the required artistic effect
- ◆ How to offer practical solutions if there are problems
- ◆ How to work to deadlines and time constraints

Evidence Requirements

Candidates will need to provide evidence to demonstrate their Knowledge and/or Skills by showing that they can, for a given brief:

- ◆ carry out all activities in the edit of a complex multi track production
- ◆ select clips and structure audio to meet requirements of brief
- ◆ carry out digital audio editing
- ◆ select appropriate edit points
- ◆ mix audio to meet requirements of brief

Assessment Guidelines

This Outcome could be assessed through a practical project which requires the candidate to edit a complex multi track production to meet the requirements of a given brief.

The candidate could be given a suitable brief, by the Producer, enabling him/her to carry out all activities, thereby providing the necessary evidence to satisfy this Outcome.

Higher National Unit specification: statement of standards (cont)

Unit title: Radio: Advanced Editing

Outcome 3

Edit a montage sequence.

Knowledge and/or Skills

- ◆ How to select clips and structure audio in a way which tells a story clearly, accurately and fairly; which reflects the key content without altering its meaning and which preserves its integrity
- ◆ How to carry out digital audio editing — considering both the editorial and artistic context and the technical considerations
- ◆ How to structure the end product, selecting the appropriate edit points, and achieving edits which are technically, editorially and artistically satisfactory
- ◆ How to mix audio to ensure that sound sources have the required quality, perspective and dynamic, and that transitions are technically accurate
- ◆ How to create a sound mix which achieves the required artistic effect
- ◆ How to offer practical solutions if there are problems
- ◆ How to work to deadlines and time constraints

Evidence Requirements

Candidates will need to provide evidence to demonstrate their Knowledge and/or Skills by showing that they can, for a given brief:

- ◆ carry out all activities in the edit of a 60 second montage sequence
- ◆ select clips and structure audio to meet requirements of brief
- ◆ carry out digital audio editing to meet requirements of brief
- ◆ select appropriate edit points
- ◆ mix audio to meet requirements of brief

Assessment Guidelines

This Outcome could be assessed through a practical project which requires the candidate to edit a montage sequence to meet the requirements of a given brief.

The candidate could be given a suitable brief, by the Producer, enabling him/her to carry out all activities, thereby providing the necessary evidence to satisfy this Outcome.

Higher National Unit specification: statement of standards (cont)

Unit title: Radio: Advanced Editing

Outcome 4

Edit a series of news items.

Knowledge and/or Skills

- ◆ How to select clips and structure audio in a way which tells a story clearly, accurately and fairly; which reflects the key content without altering its meaning and which preserves its integrity
- ◆ How to carry out digital audio editing — understanding both the editorial and artistic context and the technical considerations
- ◆ How to structure the end product, selecting the appropriate edit points, and achieving edits which are technically, editorially and artistically satisfactory
- ◆ How to mix audio to ensure that sound sources have the required quality, perspective and dynamic, and that transitions are technically accurate
- ◆ How to create a sound mix which achieves the required artistic effect
- ◆ How to offer practical solutions if there are problems
- ◆ How to work to deadlines and time constraints

Evidence Requirements

Candidates will need to provide evidence to demonstrate their Knowledge and/or Skills by showing that they can, for a given brief:

- ◆ carry out all activities in the initial edit of a 60 second news story
- ◆ prepare re-edits of approximately 40; 30; 20 and 10 seconds in length
- ◆ reflect the key content of the news item without altering its meaning
- ◆ select clips and structure audio to meet requirements of brief
- ◆ carry out digital audio editing to meet requirements of brief
- ◆ select appropriate edit points
- ◆ mix audio to meet requirements of brief

All activities will be assessed in an integrated fashion and will be evidenced by observation checklist and the final edited pieces. This element of the assessment will be carried out under open-book conditions and an appropriate industry standard time limit should be allocated for the duration of this part of the assessment.

The candidate should be presented with brief by the Producer, enabling him/her to carry out all activities, thereby providing the necessary evidence to satisfy this Outcome. Centres will produce a suitable marking system enabling candidates to be assessed by observation. Candidates will be required to keep notes of all meetings with the Producer. The written evaluation will be carried out under open-book conditions to a deadline set by the tutor.

Higher National Unit specification: statement of standards (cont)

Unit title: Radio: Advanced Editing

Assessment Guidelines

This Outcome could be assessed through a practical project which requires the candidate to edit a series of news items to meet the requirements of a given brief.

The candidate could be given a suitable brief, by the Producer, enabling him/her to carry out all activities, thereby providing the necessary evidence to satisfy this Outcome.

Higher National Unit specification: support notes

Unit title: Radio: Advanced Editing

This part of the Unit specification is offered as guidance. The support notes are not mandatory.

While the exact time allocated to this Unit is at the discretion of the centre, the notional design length is 80 hours.

Guidance on the content and context for this Unit

This Unit is designed to develop knowledge and skills in editing for radio. The Unit will enable the candidate who has already achieved some skills in editing techniques to expand not only into the area of working with a producer on more complex productions but also in working to industry standard time scales. The candidate will be introduced to technical principles in order to manage audio material efficiently when recording digital audio files and formats across a range of different computer applications, platforms and media. They will also learn how to structure the end product, selecting the appropriate edit points, and achieve edits which are technically, ethically and artistically satisfactory.

Guidance on the delivery and assessment of this Unit

This Unit is designed to provide the candidate with technical and professional knowledge and skills relating to the role of an audio editor within a radio production team.

It is unlikely but not impossible for this Unit to be delivered as free-standing. An individual could possibly undertake this Unit if there was an opportunity to be a member of a production team while engaged on a work placement or if the institution itself could provide a viable project in the work place.

Assessment of all Outcomes should be integrated with other Units being undertaken by other candidates on a full production. This, for example, could be *Radio Magazine Production* and/or *Radio: News Programme Production*.

In order that the industry conditions be simulated as closely as possible the show on which the candidate is assessed in Outcomes 2 should be of sufficient complexity to assess the higher level editing skills demanded within this Unit.

Outcome 3 — centres will produce a suitable marking system enabling candidates to be assessed by observation. Candidates will need to provide evidence to demonstrate their Knowledge and/or Skills by showing that they can carry out all activities in the edit of a complex multi track production. All activities will be assessed in an integrated fashion and will be evidenced by observation checklist and the final edited programme. This element of the assessment will be carried out under open-book conditions to a deadline set by the tutor. Candidates will be required to keep notes of all meetings with the Producer. The written evaluation will be carried out under open-book conditions to a deadline set by the tutor.

Higher National Unit specification: support notes (cont)

Unit title: Radio: Advanced Editing

The candidate should be given a suitable brief, by the Producer, enabling him/her to carry out all activities, thereby providing the necessary evidence to satisfy this Outcome. Centres will produce a suitable marking system enabling candidates to be assessed by observation. Candidates will need to provide evidence to demonstrate their knowledge and/or skills by showing that they can carry out all activities in the edit of a 60 second montage sequence. All activities will be assessed in an integrated fashion and will be evidenced by observation checklist and the final edited piece. This element of the assessment will be carried out under open-book conditions, an appropriate industry standard time limit should be allocated for the duration of this element of the assessment.

Candidates will be required to keep notes of all meetings with the Producer. The written evaluation will be carried out under open-book conditions to a deadline set by the tutor.

Outcome 4 — the candidate should be given a suitable brief, by the Producer, enabling him/her to carry out all activities, thereby providing the necessary evidence to satisfy this Outcome. Centres will produce a suitable marking system enabling candidates to be assessed by observation. Candidates will need to provide evidence to demonstrate their Knowledge and/or Skills by showing that they can carry out all activities in the edit of a series of news items. All activities will be assessed in an integrated fashion and will be evidenced by observation checklist and the final edited pieces. This element of the assessment will be carried out under open-book conditions, an appropriate industry standard time limit should be allocated for the duration of this element of the assessment.

Candidates will be required to keep notes of all meetings with the Producer. The written evaluation will be carried out under open-book conditions to a deadline set by the tutor.

Opportunities for developing Core Skills

There are opportunities to develop the Core Skills of *Information and Communication Technology (ICT)* and *Problem Solving* at SCQF level 6 in this Unit, however there is no automatic certification of Core Skills or Core Skills components.

The opportunities to develop the Core Skill of *ICT* is present throughout the Unit due to the practical *ICT* based nature of the Unit and there will also be opportunities to develop *Problem Solving* skills though responding to a brief and adapting work to meet that brief.

Open learning

Due to the necessity of the candidate to work on an actual project as a member of a team, it is unlikely that this Unit can be delivered by open learning unless undertaken in a work or work experience setting where there are opportunities for the candidate to undertake supervised work as part of a production team. Centres will need to ensure adequate procedures are in place to verify the authenticity of candidates work.

Higher National Unit specification: support notes (cont)

Unit title: Radio: Advanced Editing

Disabled candidates and/or those with additional support needs

The additional support needs of individual candidates should be taken into account when planning learning experiences, selecting assessment instruments, or considering whether any reasonable adjustments may be required. Further advice can be found on our website www.sqa.org.uk/assessmentarrangements

History of changes to Unit

Version	Description of change	Date

© Scottish Qualifications Authority 2011

This publication may be reproduced in whole or in part for educational purposes provided that no profit is derived from reproduction and that, if reproduced in part, the source is acknowledged.

Additional copies of this Unit specification can be purchased from the Scottish Qualifications Authority. Please contact the Business Development and Customer Support team, telephone 0303 333 0330.

General information for candidates

Unit title: Radio: Advanced Editing

This Unit is designed to give you the experience of working as an audio editor on a variety of projects. These projects will give you the opportunity to display editing skills in a variety of industry contexts to industry deadlines. These include a complex, multi track feature length piece, a montage edit and the edit/re edit of a news item. As audio editor it will be your job to apply technical principles in order to manage audio material efficiently when recording digital audio files and formats across a range of different computer applications, platforms and media. You will also structure the end product, select the appropriate edit points, and achieve edits which are technically, ethically and artistically appropriate.

Outcome 1

You will be assessed in this set of skills and knowledge on an on going basis throughout the Unit. This Outcome is focused on developing your knowledge and skills in the technical principles necessary in order to manage audio material efficiently when recording digital audio files and formats across a range of different computer applications, platforms and media.

Outcomes 2, 3 and 4 are all designed to allow you to develop the skills and knowledge to edit different types of radio pieces with an understanding of editorial and artistic contexts and technical considerations.

Outcome 2

This Outcome allows you the opportunity to develop the knowledge and skills to edit a complex, feature length, multi track radio programme. It will mean you're liaising with a Producer in order to understand the purpose, audience and key messages of the piece. You will need to maintain a record of your meeting(s) and write a short report evaluating both the process of the edit and the success of the final product.

Outcome 3

This Outcome focuses on the creation of a montage sequence from existing audio material. Once again it will involve liaison with a Producer and you will also have to edit the piece within an industry standard set of time scales. You will need to maintain a record of your meeting(s) and write a short report evaluating both the process of the edit and the success of the final product.

Outcome 4

This Outcome focuses on a typical set of tasks you may face in a news situation, the creation of a series of different length of edits from existing audio material. It will involve liaison with a Producer and you will also have to edit the pieces within an industry standard set of time scales. You will need to maintain a record of your meeting and write a short report evaluating both the process of the edit and the success of the final products.