

National Unit Specification: general information

UNIT Digital Media: Video Acquisition (SCQF level 4)

CODE F1JW 10

SUMMARY

The purpose of this Unit is to allow candidates to undertake the acquisition of a short digital video sequence to meet the requirements of a specified brief. Candidates will be required to devise a script or storyboard to meet the requirements of the brief, plan a strategy for the acquisition of digital video material and then acquire it. They will edit and present the edited sequence in a format appropriate to the specified brief.

This Unit is suitable for candidates with an interest in digital video wishing to acquire skills in the acquisition and editing and of digital video.

OUTCOMES

- 1 Identify basic components of digital video acquisition.
- 2 Script and plan the safe acquisition of a digital video sequence that is free from copyright restrictions for a specified brief.
- 3 Undertake the acquisition of digital video material for a specified brief.
- 4 Edit and present a finished video sequence in a format required by the specified brief.

RECOMMENDED ENTRY

While entry is at the discretion of the centre, it would be beneficial if candidates possessed basic IT skills. This may be evidenced by possession of:

D01D 09 *Information Technology (Access 3)*

or equivalent qualifications or experience.

Administrative Information

Superclass: CB

Publication date: June 2007

Source: Scottish Qualifications Authority

Version: 01

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CREDIT VALUE

1 credit at Intermediate 1 (6 SCQF credit points at SCQF level 4*)

**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.*

CORE SKILLS

Where there is no automatic certification of Core Skills in this Unit there may be opportunities for developing aspects of Core Skills.

National Unit Specification: statement of standards

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Acceptable performance in this Unit will be the satisfactory achievement of the standards set out in this part of the Unit Specification. All sections of the statement of standards are mandatory and cannot be altered without reference to the Scottish Qualifications Authority.

OUTCOME 1

Identify basic components of digital video acquisition.

Performance Criteria

- (a) Identify hardware resources for digital video acquisition.
- (b) Identify file formats utilised in digital video acquisition.
- (c) Identify appropriate software applications for editing digital video sequences.

OUTCOME 2

Script and plan the safe acquisition of a digital video sequence that is free from copyright restrictions for a specified brief.

Performance Criteria

- (a) Create a script or storyboard for a specified brief.
- (b) Create a production schedule for the acquisition of digital video content within the time constraints of the specified brief.
- (c) Identify required hardware and software for the acquisition of digital video content.
- (d) Identify copyright implications of video acquisition.
- (e) Identify current health and safety implications for planned schedule of activities.

OUTCOME 3

Undertake the acquisition of digital video material for a specified brief.

Performance Criteria

- (a) Obtain appropriate clearances for any digital material used within the project for which copyright issues have been identified.
- (b) Acquire digital video material that meets the quality requirements of the specified brief.
- (c) Acquire digital video material of the specified brief.
- (d) Label and log digital video material to enable efficient access and retrieval.
- (e) Undertake activities in a manner consistent with current health and safety legislation and requirements.

National Unit Specification: statement of standards (cont)

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OUTCOME 4

Edit and present a finished video sequence in a format required by the specified brief.

Performance Criteria

- (a) Edit digital video material to meet the requirements of the specified brief.
- (b) Save completed digital video sequence in a format specified by the requirements of the specified brief.
- (c) Play the completed video sequence using appropriate software.

EVIDENCE REQUIREMENTS FOR THIS UNIT

Evidence is required that candidates have achieved all Outcomes and Performance Criteria.

Candidates are encouraged to use the Internet in any research etc., however, the evidence produced must be the candidate's own words. Assessors should assure themselves of the authenticity of candidate's evidence.

Written and/or oral recorded, performance and product evidence is required which demonstrates that the candidate has achieved the requirements of all of the Outcomes and Performance Criteria.

For Outcome 1 written and/or oral recorded evidence is required which demonstrates that the candidate has achieved the standard specified in the Outcome and Performance Criteria. The assessment will be supervised, controlled and under closed-book conditions and should last no more than 45 minutes. The instrument of assessment will provide opportunities for the Outcome to be fulfilled by means of sampling across the range of the content of Outcome 1. Where re-assessment is required it should contain a different sample from the range of mandatory content. Achievement can be decided by use of a cut-off score. Each sample must include the following:

- ◆ **Four** different hardware resources for digital video acquisition
- ◆ **Three** different file formats utilised in digital video acquisition
- ◆ **Three** appropriate software applications for editing digital video images

Written and/or oral recorded, product and performance evidence is required which demonstrates that the candidate has achieved the standard specified in the Performance Criteria of Outcomes 2, 3 and 4. The assessment will be supervised, controlled and under open-book conditions and should be conducted over an extended period of time.

Candidates are required to meet the requirements of a specified brief which will indicate the time scales for production, the quality and amount of video footage required.

National Unit Specification: statement of standards (cont)

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Candidates are required to produce a plan which will include the following:

- ◆ Content plan, eg audio visual script or storyboard relevant to the specified brief
- ◆ Production schedule for acquisition of digital video media including the hardware/software requirements
- ◆ Complete a risk assessment pro forma for planned acquisition activities
- ◆ Confirmation that the video is not restricted by copyright. This should include records of any copyright clearances

Performance evidence is required to demonstrate that the candidate completes the following to the specified brief:

- ◆ Acquire digital video material to the quality requirements
- ◆ Label and log digital video material to enable efficient access and retrieval
- ◆ Undertake activities in a manner consistent with current health and safety legislation and requirements
- ◆ Capture and save digital video
- ◆ Edit digital video to match the content plan
- ◆ Play the completed video using appropriate software

An assessor observation checklist is required which authenticates that the candidate has completed the above tasks along with the video evidence. An assessor must endorse each candidate checklist with their name, signature and date.

Candidates are required to complete all tasks in line with appropriate and current health and safety regulations. Assessors must confirm that candidates have followed these regulations throughout completion of the tasks.

The Assessment Support Pack (ASP) for this Unit provides sample assessment material including an instrument of assessment for the knowledge and a specified brief. Centres wishing to develop their own assessments should refer to Assessment Support Pack to ensure a comparable standard.

National Unit Specification: support notes

UNIT Digital Media: Video Acquisition (SCQF level 4)

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 40 hours.

GUIDANCE ON THE CONTENT AND CONTEXT FOR THIS UNIT

This Unit has been designed to enable candidates to experience the process of acquiring and editing video material.

Outcome 1

This Outcome introduces candidates to the components required to enable acquisition of digital video. It also introduced the different file types that can be used.

Typical components could include the following:

- ◆ Video sources, for example, video camcorders, still cameras with video capture capabilities, mobile phones
- ◆ The Internet and DVDs as sources of pre-recorded digital video material
- ◆ How to use a cameras and VTRs
- ◆ Types of video file systems (WMV, DV, Motion JPEG, MPEG 1/2/3/4, RealVideo)
- ◆ Range of editing software available (movie, DVD, authoring)

Outcomes 2, 3 and 4

These Outcomes introduce the candidate to the process of planning and acquiring digital video. Candidates will be introduced to a method of content planning such as scripts or storyboards. They will also be introduced to production schedules and will use a production schedule throughout the practical assessment of this Unit.

Copyright issues must be explained to the candidate. It is essential that all material used if either free of copyright or that permission has been granted.

The practical nature of this Unit will include the following:

- ◆ Methods used to acquire digital video
- ◆ How to label and store this material
- ◆ How to edit this material using basic editing software
- ◆ Range of distribution formats

The emphasis, however, is not on technical knowledge or creative competence, but rather, the process. This process is the interpretation of a specified brief, devising a script/storyboard to meet the requirements of the brief, planning how to acquire the necessary material, capturing, labelling and storing material, and editing the material according to the script/storyboard to deliver a finished product fit for the purpose of the agreed/specified brief.

National Unit Specification: support notes (cont)

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At this level, candidates are not expected to solve technical problems. If problems do occur the candidate should be helped with the problem and encouraged to try to solve problems that are familiar to them.

GUIDANCE ON LEARNING AND TEACHING APPROACHES FOR THIS UNIT

This Unit is best used as part of an integrated suite of Units, for example, the supplied brief could be written so that the finished video can be a content element within a web authoring Unit or an art design project.

Its main use, therefore, is for candidates who need to include digital video within their work, but who are not pursuing a dedicated photographic/AV vocational pathway.

Candidates could be exposed to the different acquisition sources and methods through short practical/demonstration sessions and then presented with the specified brief.

The brief could provide candidates with an opportunity to produce a short, coherent video piece which would equate, as a rough rule of thumb, to a 12 frame storyboard. Candidates would not be expected, at this level, to produce an extended piece of work or a complete narrative. For example, a possible brief could be to produce (create) a series of general views of the candidates' school or college, cut to a short copyright cleared music piece which will be used as an introductory scene setter within a web page/ induction video for the college student association.

OPPORTUNITIES FOR CORE SKILL DEVELOPMENT

In this Unit candidates are required to plan the acquisition of a video sequence. This will present opportunities for developing aspects of the Core Skill of Problem Solving as well as aspects of the Core Skill in Communication. In addition, opportunities may arise for candidates to work together as part of the learning process, such as composing and recording video or using software packages for editing.

GUIDANCE ON APPROACHES TO ASSESSMENT FOR THIS UNIT

Outcome 1 should be assessed separately, towards the end of the Unit to enable candidates to acquire the knowledge through the practical activities covered in other Outcomes. Outcome 1 lends itself to the use of an objective test. The instrument of assessment should provide opportunities for the Outcome to be fulfilled by means of sampling across the range of the content of Outcome 1. Where re-assessment is required it should contain a different sample from the range of mandatory content. Achievement can be decided by use of a cut-off score.

If a centre is presenting Outcome 1 of these assessments on-line the following assessment methods, where appropriate, may be selected:

- Multiple choice
- Drag and drop
- Multiple response
- Mix and match
- Or a combination of the above

National Unit Specification: support notes (cont)

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The assessment of practical skills throughout this Unit may be demonstrated in the context of a single extended task, involving the setting of a brief. The candidate will normally demonstrate the skills during the teaching and learning activities of the Unit.

Outcomes 2, 3, and 4 should be assessed by the production of the evidence materials which will be generated by a brief supplied by the centre. The brief may include details such as:

- ◆ quantity of work required
- ◆ quality of the material to be acquired
- ◆ timescale for production

An assessor observation checklist is required which authenticates that the candidate has completed the above tasks along with the video evidence. An assessor must endorse each candidate checklist with their name, signature and date.

It may be appropriate for some of the evidence for this Unit to be produced using e-assessment provided the national standard is applied and the conditions of assessment are consistent for all candidates. This may take the form of e-testing (for knowledge and understanding) and/or e-portfolios (for practical abilities).

The Assessment Support Pack (ASP) for this Unit provides sample assessment material including an instrument of assessment for the knowledge, a specified brief and exemplar folio. Centres wishing to develop their own assessments should refer to Assessment Support Pack to ensure a comparable standard.

CANDIDATES WITH DISABILITIES AND/OR ADDITIONAL SUPPORT NEEDS

The additional support needs of individual candidates should be taken into account when planning learning experiences, selecting assessment instruments, or considering alternative Outcomes for Units. Further advice can be found in the SQA document *Guidance on Assessment Arrangements for Candidates with Disabilities and/or Additional Support Needs* (www.sqa.org.uk).