

# SVQ for IT Users (ITQ) — level 2 (SCQF level 5)

## F9AH 04: Audio Software 2

### 3 SCQF credit points at SCQF level 5

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

Outcome	Skills and Techniques	Knowledge and Understanding
<b>On completion of this Unit the candidate should be able to:</b>		
1 Use audio hardware and software to capture sequences.	1 Select and use an appropriate combination of <b>input device</b> and audio software to record sequences. 2 <b>Store and retrieve</b> sequences using appropriate file formats and compression, in line with local guidelines and conventions where available.	1 Identify the combination of input device and audio software to use to capture information, to avoid any <b>compatibility issues</b> . 2 Describe the impact <b>file size</b> and <b>file format</b> will have on saving sequences. 3 Identify when to use different types of <b>information coding and compression</b> .
2 Use audio software tools and techniques to combine and edit sequences.	1 Select and use appropriate audio or video software <b>tools to mark-up and edit sequences</b> . 2 Organise and <b>combine information</b> for sequences in line with any copyright constraints, including across different software.	1 Identify the sequences to add, keep and remove. 2 Describe how <b>copyright constraints</b> affect use of own and others' information.
3 Play and present audio sequences.	1 Select and use an appropriate combination of audio playback software and <b>display device</b> to suit the file format. 2 <b>Adjust playback and display settings</b> to enhance the quality of the presentation.	1 Describe the <b>features and constraints</b> of playback software and display devices. 2 Identify the settings which could be adjusted to improve the <b>quality of presentations</b> .

Note: The **emboldened** items are exemplified in the Support Notes.

## Evidence Requirements

Completion of a portfolio (manual, electronic or combination) to cover all of the Skills and Techniques and Knowledge and Understanding points stated above. The evidence generated should adhere to the Assessment Strategy for this award and encompass a range of evidence types.

**NB: It is possible to achieve this Unit by Accreditation of Prior Achievement (APA), however, the relevant evidence must be referenced within the portfolio.**

## General information

This Unit equates to NOS (National Occupational Standards for IT Users 2009) code AV: Audio and Video Software level 2. It has a stated number of SCQF credit points = 3 at SCQF level 5.

## Support Notes

### Summary

A SCQF level 5 (ITQ level 2) user can select and use a wide range of intermediate audio software tools and techniques to record and edit audio sequences that are at times non-routine or unfamiliar. Any aspect that is unfamiliar may require support and advice from others.

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

- ◆ the software tools and functions involved will at times be non-routine or unfamiliar
- ◆ the choice and use of input, manipulation and output techniques will need to take account of a number of factors or elements at times be multi-step
- ◆ the user will take some responsibility for inputting, manipulating and outputting the information

**Examples of context which illustrate typical activities which might be undertaken by users:**

- ◆ recording pre-planned sound footage on a suitable device
- ◆ downloading the footage to a computer
- ◆ editing to create a short sequence, including adding some other content

**Examples of content** are given separately for highlighted text, where explanatory notes are required on terminology in the Outcomes, and do not form part of the standards. Such examples are not meant to form a prescriptive list for the purposes of assessment but rather to amplify and interpret the generic terms used in the Performance Criteria in the light of current usage of ICT systems and software. These examples are subject to change as new tools and techniques become commonplace and older ones drift out of use.

**The examples given below are indicative of the learning content and are not intended to form a prescriptive list for the purpose of assessment.**

## Outcome 1

**Sequences:** Short (eg 2 minutes), medium length (eg 10 minutes, 30 minutes).

**Marking-up and editing tools:** Preset by software, key frames, sequences; cut, copy, paste, sequence.

**Combine information:** Combine images with sound (eg dub or overlay sound track onto film sequence):

- ◆ Techniques: copy and paste, insert, screen grabs/shots.
- ◆ File download (eg connect USB lead, drag and drop), file transfer protocol (FTP).
- ◆ Forms of information: moving images, sound; pre-recorded, live.

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

## Outcome 2

**Features and constraints:** Software supported, memory, processing speed, screen resolution, data bandwidth, transmission speeds.

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

**Audio quality issues:** High or low volume, sound (eg clicks, disjoints, noise).

**Adjust playback and display settings:** Playback controls (eg start, stop, fast forward, rewind, pause); sound (eg volume, *balance*).

## Outcome 3

**Features and constraints:** Software supported, memory, processing speed, screen resolution, data bandwidth, transmission speeds.

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

**Video quality issues:** High or low volume, sound (eg clicks, disjoints, noise), *unwanted objects*.

**Adjust playback and display settings:** Playback controls, sound, *sound quality*.

## Guidance on examples of evidence

### Typical examples of evidence for Outcome 1

Capture, store and retrieve r audio sequences using a combination of input devices and adding music to background, products supplemented by witness testimony or personal statement.

Knowledge test using multiple-choice questions paper to measure competence in Knowledge and Understanding sections for all Outcomes.

## **Typical examples of evidence for Outcome 2**

Product evidence in the form of a project involving the combination of the sequences captured for Outcome 1 supplemented by witness testimony or personal statement.

## **Typical examples of evidence for Outcome 3**

Product evidence in the form of a presentation of the results of work carried out for Outcomes 1 and 2. Candidate statements supported by recordings.

To assess competence in the Knowledge and Understanding sections for all of the Outcomes a knowledge test in the form of multiple-choice questions (say 16–20 questions) or candidate statement or expert witness testimonial statements or a semi structured interview could be employed. Either one or a combination of these methods would be appropriate. If oral questioning techniques are employed it is essential to keep a record of the questions asked, together with a record in a suitable format of the candidate's responses to these for evidence purposes.

## **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](http://www.sqa.org.uk/assessmentarrangements)