

ESKIAV2 (SQA Unit Code - F9AL 04)

Audio and Video Software



Overview

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

ESKIAV2 (SQA Unit Code - F9AL 04)

Audio and Video Software

Performance criteria

Use audio or video hardware and software to capture sequence

You must be able to:

- P1. Select and use an appropriate combination of [input device](#) and audio or video software to record sequences
- P2. [Store and retrieve](#) sequences using appropriate file formats and compression, in line with local guidelines and conventions where available

Use audio or video software tools and techniques to combine and edit sequences

You must be able to:

- P3. Select and use appropriate audio or video software [tools to mark-up and edit sequences](#)
- P4. Organise and [combine information](#) for sequences in line with any copyright constraints, including across different software
- P5. Respond to [problems with audio or video sequences](#)

Play and present audio or video sequences

You must be able to:

- P6. Select and use an appropriate combination of audio or video playback software and [display device](#) to suit the file format
- P7. [Adjust playback and display settings](#) to enhance the quality of the presentation**

ESKIAV2 (SQA Unit Code - F9AL 04)

Audio and Video Software

Knowledge and understanding

You need to know and understand:

Use audio or video hardware and software to capture sequences

- K1. Identify the combination of input device and audio or video software to use to capture information, to avoid any [compatibility issues](#)
- K2. Describe the impact [file size](#) and [file format](#) will have on saving sequences
- K3. Identify when to use different types of [information coding and compression](#)

You need to know and understand:

Use audio or video software tools and techniques to combine and edit sequences

- K4. Identify the footage to add, keep and remove
- K5. Describe how [copyright constraints](#) affect use of other's and own information
- K6. Identify any [issues with the quality](#) of audio or video sequences

You need to know and understand:

Play and present audio or video sequences

- K7. Identify the [features and constraints](#) of playback software and display devices
- K8. Identify the settings which could be adjusted to improve the quality of presentation**

ESKIAV2 (SQA Unit Code - F9AL 04)

Audio and Video Software

Additional Information

Scope/range

An intermediate user can select and use a wide range of intermediate audio or video software tools and techniques to record and edit audio or video sequences that are at times non-routine or unfamiliar. Any aspect that is unfamiliar may require support and advice from others.

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

1. the software tools and functions involved will at times be non-routine or unfamiliar;
2. 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;
3. the user will take some responsibility for inputting, manipulating and outputting the information.

Examples of context: recording pre-planned video and sound footage on a video camera, downloading the footage to a computer, then editing to create a short sequence, including adding some backing music;

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

Audio and video compatibility issues: Between built-in codec used by input device, available editing software, file formats

Input devices: Webcam, video camera, microphone, Dictaphone, mobile phone; difference between analogue and digital; low and high resolution; Input techniques: Copy and paste, screen grabs/shots, file download (eg connect USB lead, drag and drop)

File size: Small, medium, large, link between size and quality (eg small – low resolution; large – high resolution)

File format: Proprietary formats supported by software used (eg QuickTime, RealPlayer, iTunes). Container formats: Audio (eg WAV, XMF, AIFF); Audio/video (eg 3GP, AVI, MP4, OGG, MOV)

Information coding and compression: Codec, compression, difference between lossy and lossless compression; video quality

ESKIAV2 (SQA Unit Code - F9AL 04)

Audio and Video Software

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

Use audio or video software tools and techniques to combine and edit sequences

Sequences: short (eg 2 mins), b&w, medium length (eg 10 mins, 30 mins), colour

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, provisions of the Data Protection Act

Quality issues: Contrast, volume, visual (eg brightness, colour balance, monochrome), sound (eg treble, bass, balance)

Audio and video sequence problems: High or low contrast, volume, visual (eg jerkiness, dropping frames, break-up, freezes, blurriness, pixilation), sound (eg clicks, disjoints, noise)

Play and present audio or video sequences

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)

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

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Developed by e-skills UK

Version number Version 4

Date approved 31 March 2009

Indicative review date September 2012

Validity Current

Status Original

Originating organisation e-skills UK SSC

Original URN ESKIAV2

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