Unit title	Edit, process and mix audio
SQA Unit code	H6P8 04
SCQF level	6
SCQF credit points	6
SSC Ref	CDM14

History of changes to Unit

Publication date: February 2014

Version: 01

Version	Description of change	Date

Title:	Edit, process and mix audio

Learning outcomes	Assessment criteria
The learner will be able to:	*The learner can:*
1 Understand key issues relating to editing audio	1.1 Explain key elements of audio editing
	1.2 Explain the difference between destructive and non-destructive editing
	1.3 Identify the timescales and available budget for the edit
2 Be able to edit and process audio material	2.1 Identify the editorial intent, required artistic effect and target audience
	2.2 Establish how the edited material will be used
	2.3 Select the most appropriate audio editing software of technique for specific situations
	2.4 Select clips and structure audio in a way which tells a story clearly, accurately and fairly
	2.5 Select clips and structure audio in a way which reflects the key content of an interview without altering its meaning
	2.6 Select clips and structure audio in a way which preserves the integrity of an original musical performance
	2.7 Select edit points which create a smooth transition in the material to achieve the required effects
	2.8 Use digital audio files to carry out basic timeline based editing operations to meet the requirements of the brief

3	Be able to mix audio material	3.1	Use sound effects and acoustic effects appropriately
		3.2	Confirm that sources of sound have suitable acoustic qualities and appropriate dynamic range
		3.3	Create a sound mix, ensuring that the position and blend of sound sources achieve the required artistic effect
		3.4	Balance all elements of the audio material to meet the requirements of the target audience
		3.5	Confirm that transitions between sound sources are technically accurate
		3.6	Suggest practical solutions to any problems with the sound mix
4	Be able to complete relevant documentation	4.1	Label audio materials accurately following appropriate protocols
		4.2	Complete documentation clearly and accurately, ensuring it is up-to-date, accessible and in approved formats

Additional information about the Unit
Unit purpose and aim(s)
This unit assesses the ability to carry out digital audio editing. Learners need an understanding of how to structure the end product, selecting the most appropriate edit points and achieving edits which are technically and artistically satisfactory. This includes mixing audio and completing relevant documentation.
Details of the relationship between the Unit and relevant national occupational standards (if appropriate)
This Unit is based on the NOS (SKSRC15) 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