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## Overview

This unit is about basic still-life catalogue photography. It is written in general terms and covers both film- based and digital photography. You will be photographing items for your organisation's records. The camera equipment you use is likely to be relatively simple small-format cameras. Cameras may be film- based or digital. You must be able to use both simple free-standing lights and camera mounted flash. Your photographs must be able to take account of the following subject characteristics:

- 1 Size
- 2 Shape
- 3 Texture
- 4 Colour

You must also be able to take photographs on internal locations, and on external locations.

You will be required to demonstrate the ability to be proactive in the workplace.

### Performance criteria

- You must be able to:*
- P1 obtain the subject matter
  - P2 handle the subject matter in line with organisational guidelines
  - P3 identify the main characteristics of the subject matter
  - P4 agree with appropriate persons the characteristics should emphasised in the photographs
  - P5 compose the subject matter in such a way that you communicate the required subject characteristics
  - P6 protect the subject matter from damage during the photographic session
  - P7 assemble and dismantle the equipment correctly
  - P8 connect any freestanding lights correctly to their power sources
  - P9 position the equipment correctly for the required photographs
  - P10 load and unload the imaging materials correctly
  - P11 connect the camera securely to any mounting equipment
  - P12 check that the camera settings are correct for the required photographs
  - P13 take account of the available light, both natural and artificial
  - P14 keep the equipment and material clean, and protect them from any adverse conditions
  - P15 identify immediately any problems with your equipment and material and report any problems that you are not able to deal with to the appropriate people
  - P16 make sure that your photographs are fit for their intended purpose
  - P17 ensure photographic session is completed in the allocated time
  - P18 make sure that your photography is legally and ethically sound
  - P19 record, clearly and accurately, any information required on the photography

### Knowledge and understanding

*You need to know and understand:*

- K1 appropriate legislation relating to photo imaging
- K2 relevant legislation and organisational procedures relating to copyright and ownership of images
- K3 your organisation's policy on public liability and professional indemnity insurance
- K4 ethical issues relevant to photo imaging
- K5 how to identify hazards and risks in your own job, how to assess them and the action to be taken to deal with them
- K6 manufacturers' health and safety requirements relevant to your job
- K7 how the subject item should be handled in line with organisational requirements
- K8 workplace objectives, priorities, standards and procedures
- K9 the time required to carry out the work
- K10 the assembly and set-up of photographic equipment and material
- K11 the operation of photographic equipment and material
- K12 sources of replacement and repair for broken and/or faulty components
- K13 the principles of exposure
- K14 the principles of composition
- K15 how to treat inanimate subjects, in terms of size, shape, texture, pattern and colour
- K16 the role and collection of supporting information for images, eg notes on content and set-up
- K17 the nature and use of small-format cameras
- K18 how to use available light, both daylight and simple artificial lighting; this includes combinations of
- K19 daylight, simple free-standing lights and camera mounted flash, both bounce flash and direct flash
- K20 how to download images from digital cameras
- K21 the nature, use and safe handling of digital media
- K22 file formats for digital images — the differences between them and the reasons for using them

## CCSCV8 SQA Unit Code H8YH 04

### Photograph items for records

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**Suite** Cultural Venue Operations

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