

## Higher National Unit Specification

### General information for centres

**Unit title:** Audio Visual Techniques for Multimedia Applications

**Unit code:** DE2T 34

**Unit purpose:** The purpose of this unit is to provide candidates with the knowledge and/or skills necessary to acquire audio and video material and manipulate and edit the acquired material within multimedia contexts.

On completion of the Unit the candidate should be able to:

1. Acquire video sequences using a range of video sources.
2. Acquire audio material from a range of sources.
3. Manipulate and edit audio and video elements within the context of a cohesive multimedia product.

**Credit value:** 2 HN Credits at SCQF level 7: (16 SCQF credit points at SCQF level 7\*)

*\*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.*

**Recommended prior knowledge and skills:** Access to this unit is at the discretion of the centre. However, it is recommended that candidates should have some prior knowledge and skills in audio and video. This may be evidenced by the possession of relevant National Units, HN units or experience.

**Core skills:** There may be opportunities to gather evidence towards core skills in this Unit, although there is no automatic certification of core skills or core skills components.

**Context for delivery:** If this Unit is delivered as part of a group award, it is recommended that it should be taught and assessed within the subject area of the group award to which it contributes.

## Higher National Unit Specification

### General information for centres (cont)

**Assessment:** This Unit is assessed by means of one finished product containing all the knowledge and/or skills elements of Outcomes 1, 2 and 3. Candidates must produce a log/production file containing written evidence of planning, procedures and sources of acquired material. Candidates must also produce an evaluation of the finished product that must contain an analysis of the effectiveness of the strategies and procedures employed. Where this unit is offered as part of an integrated course of work, the evidence requirements can be contained within other coursework documentation, for example, Project Management. However, clear guidelines must be issued to candidates as to evidence requirements for this Unit within the overall project assessment requirements.

## **Higher National Unit specification: statement of standards**

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The sections of the Unit stating the Outcomes, knowledge and/or skills, and evidence requirements are mandatory.

Where evidence for Outcomes is assessed on a sample basis, the whole of the content listed in the knowledge and/or skills section must be taught and available for assessment. Candidates should not know in advance the items on which they will be assessed and different items should be sampled on each assessment occasion.

### **Outcome 1**

Acquire video sequences using a range of video sources.

#### **Knowledge and/or skills**

- Use video cameras to acquire sequences to specific quality parameters contained within a given brief.
- Use digital media and/or analogue Video Cassette Recorders to acquire sequences to specific quality parameters contained within a given brief.

#### **Evidence requirements**

Candidates will need evidence to demonstrate their knowledge and/or skills by showing that they can:

1. Capture video sequences using a digital and/or analogue camera which are:
  - i) Correctly focused within the parameters of given brief.
  - ii) Correctly white balanced within the parameters of given brief.
  - iii) Correctly framed within the parameters of given brief.
2. Capture video images using digital media/analogue Video Cassette Recorders which are:
  - i) Correctly captured within the parameters of given brief.
  - ii) Comply with current legal requirements.

An assessor's checklist must be used to record the required assessment information.

#### **Assessment guidelines**

It is recommended that the assessment of this outcome should be combined with the other Outcomes by using a project that covers all 3 Outcomes. If the Outcome is assessed in isolation it should be based on the product created by candidates and the contents of a log that records the planning and execution of the process.

## **Higher National Unit specification: statement of standards (cont)**

**Unit title:** Audio Visual Techniques for Multimedia Applications

### **Outcome 2**

Acquire audio material from a range of sources.

#### **Knowledge and/or skills**

- Use recording equipment (audio and/or video) to acquire original audio material to a specified quality within a given brief.
- Acquire audio material from pre-existing sources to a specified quality within a given brief.

#### **Evidence requirements**

Candidates will need evidence to demonstrate their knowledge and/or skills by showing that they can:

- Capture audio sequences which are:
  - (i) Clear and undistorted.
  - (ii) Appropriate within the parameters of given brief.
  - (iii) Comply with current legal requirements.

An assessor's checklist must be used to record the required assessment information.

#### **Assessment guidelines**

The assessment of this Outcome should be combined with the other Outcomes by using a project that covers all 3 Outcomes. If the Outcome is assessed in isolation it should be based on the product created by candidates and the contents of a log that records the planning and execution of the process.

### **Outcome 3**

Manipulate and edit audio and video elements within the context of a cohesive multimedia product.

#### **Knowledge and/or skills**

- Produce short edited sequences to specified quality parameters as described within a given brief.
- Convert sequences to a format suitable for inclusion in a specified multimedia brief.
- Incorporate sequences into a specified multimedia product/presentation.

## **Higher National Unit specification: statement of standards (cont)**

**Unit title:** Audio Visual Techniques for Multimedia Applications

### **Evidence requirements**

Candidates will need evidence to demonstrate their knowledge and/or skills by showing that they can:

- Edit short sequences which are competent with regard to: pace, timing and narrative flow.
- Edit short sequences that are competent within the quality parameters of a given brief.
- Convert edited sequences into a format suitable for inclusion in a multimedia product/presentation.
- Incorporate edited sequences into a multimedia product/presentation.

An assessor's checklist must be used to record the required assessment information.

Candidates must keep an accurate log book\production file containing all relevant paperwork including storyboards/scripts, production schedules and production diary.

Candidates will also be required to provide a written evaluation that should include:

- i) An evaluation of the quality of the work produced.
- ii) An evaluation of the process of acquisition (planning, scheduling, acquiring, editing, converting, incorporating).
- iii) An evaluation of personal performance in undertaking the tasks outlined in the brief.

The completed evaluation report should be approximately 1,000 words in length.

The product created by candidates must show that all of the Evidence Requirements for Outcomes 1, 2 and 3 have been met.

The product, the log book\production file, the evaluation report and the appropriate assessor's checklist must be included in the portfolio of evidence presented by candidates for the Unit.

### **Assessment guidelines**

The assessment of this Outcome should be combined with the other Outcomes by using a project that covers all 3 Outcomes. If the Outcome is assessed in isolation it should be based on the product created by candidates and the contents of a log that records the planning and execution of the process.

## **Administrative Information**

**Unit code:** DE2T 34

**Unit title:** Audio Visual Techniques for Multimedia Applications

**Superclass category:** KG

**Date of publication:** November 2003

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## **Higher National Unit specification: support notes**

**Unit title:** Audio Visual Techniques for Multimedia Applications

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 80 hours.

### **Guidance on the content and context for this Unit**

This Unit is primarily concerned with equipping candidates with a basic grounding in audiovisual acquisition and manipulation within multimedia contexts. The emphasis is on producing short video and audio sequences that can be incorporated into a specified multimedia brief. Candidates will be expected to produce material that conforms to standard requirements with regard to the language, common practices, legal and health and safety considerations of the medium. The emphasis throughout should be on the acquisition of prescribed material to meet the needs of a given multimedia brief. This brief may be generated from within the requirements of a multimedia project.

If this Unit is delivered as a freestanding unit, then the evidence generated for it will still need to be incorporated into a basic multimedia presentation.

Centres should feel free to adapt the delivery of the Unit to fit the specific requirements of their course structures.

Candidates should be able to complete the Unit using basic acquisition equipment. There is no requirement to produce material using broadcast quality equipment. Candidates should be able to complete the Unit using a range of video editing and audio software. No particular packages are specified.

The emphasis of the Unit should be on achieving the best possible quality of production within the constraints of the brief and available resources.

## **Higher National Unit specification: support notes (cont)**

**Unit title:** Audio Visual Techniques for Multimedia Applications

### **Guidance on the delivery and assessment of this Unit**

This Unit is designed to be practical in nature and, as such, the keeping of an accurate log book\production file containing all relevant paperwork (storyboards/scripts, production schedules and production diary) will be an important part of assessment evidence.

This Unit could be used to enable candidates to acquire audio visual material for inclusion in other multimedia projects for other Units.

It is strongly recommended that the Unit be assessed using one assessment based on carrying out a project to a given brief. If the Outcomes are assessed in isolation this should be based on the product created by candidates and the contents of a log that records the planning and execution of the process.

Candidates will also be required to provide a written evaluation that should include:

- iv) An evaluation of the quality of the work produced.
- v) An evaluation of the process of acquisition (planning, scheduling, acquiring, editing, converting, incorporating).
- vi) An evaluation of personal performance in undertaking the tasks outlined in the brief.

The completed evaluation should be at least 1,000 words in length.

Lecturers will also need to record achievement of element briefs on an assessors checklist.

### **Open learning**

If this unit is delivered by open or distance learning methods, additional planning and resources may be required for candidate support, assessment and quality assurance. A combination of new and traditional authentication tools may have to be devised for assessment and re-assessment purposes. For further information and advice, please see *Assessment and Quality Assurance for Open and Distance Learning* (SQA, February 2001 - publication code A1030)

### **Special needs**

This Unit specification is intended to ensure that there are no artificial barriers to learning or assessment. Special needs of individual candidates should be taken into account when planning learning experiences, selecting assessment instruments or considering special alternative Outcomes for Units. For information on these, please refer to the SQA document *Guidance on Special Assessment Arrangements* (SQA, 2001).



## **General information for candidates**

### **Unit title:** Audio Visual Techniques for Multimedia Applications

The Unit is designed to provide you with the knowledge and/or skills necessary to acquire audio and video material and manipulate and edit the acquired material within multimedia contexts.

You should learn about and be responsible for:

- Planning the acquisition of video and audio material from live and pre-recorded sources.
- Editing the acquired material using video and/or audio editing software.
- Converting material for inclusion in a multimedia production.
- Incorporating the material into a multimedia production.

You will be assessed on:

- The standard of the material you acquire.
- The standard of the paperwork produced and log book.
- The standard of the edited sequences.
- The standard of the final product and process evaluation.

One assessment will be used which will involve you in creating a multimedia product to the standards given above. You will need to produce a portfolio of evidence which includes:

- A log book or production file containing all relevant paperwork including storyboards/scripts, production schedules and production diary
- The completed product
- A written evaluation of your project of approximately 1000
- A completed assessors' checklist that authenticates what you have done.

On completion of the unit you should be able to:

- 1) Plan the acquisition of audio and video material.
- 2) Acquire video and audio material according to plan.
- 3) Edit short video sequences.
- 4) Edit short audio sequences.
- 5) Convert material to formats suitable for inclusion in multimedia projects.