



## Higher National Unit Specification

### General information for centres

**Unit title:** Editing: Own Programme

**Unit code:** F45L 35

**Unit purpose:** This Unit will enable candidates to develop skills in relation to editing and develop the candidate's understanding of the overall post-production process. The candidate's creative and technical skills will be developed through the interpretation of given briefs through the accurate editing of pre-recorded sound and vision and management of the post-production process.

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

- 1 Prepare source material for editing to meet the requirements of a given brief.
- 2 Make a rough-cut edit to meet the requirements of the brief.
- 3 Make a fine-cut edit to meet the requirements of the brief.

**Credit points and level:** 2 HN credits at SCQF level 8: (16 SCQF credit points at SCQF level 8\*)

*\*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:** It is strongly recommended that candidates have successfully completed HN Unit: *Editing: An Introduction* (SCQF 7) before undertaking this Unit.

**Core Skills:** There may be opportunities to gather evidence toward Core Skills within 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.

## General information for centres (cont)

**Assessment:** In order to achieve this Unit, candidates are required to present sufficient evidence that they have met all the Performance Criteria for each Outcome. Details of these requirements are given for each Outcome.

This Unit could be integrated with either Graded Unit 1 or Graded Unit 2.

Accurate records should be made of the assessment instruments used showing how evidence is generated for each Outcome and giving marking schemes and/or checklists, etc. Records of candidates' achievements should be kept. These records will be available for external verification.

This Unit should be assessed by means of:

- i) Completed work in a manner suitable for presentation to an external client
- ii) Supporting documentation, which identifies a candidate's contribution to the project

## **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**

Prepare source material for editing to meet the requirements of a given brief

#### **Knowledge and/or Skills**

- ◆ Review production information and accurately identify its implications on the editing process
- ◆ Accurately assess the technical quality of all materials and take appropriate remedial action when necessary
- ◆ Identify the requirements for transferring material to appropriate formats for editing as required by the brief

### **Outcome 2**

Make a rough-cut edit to meet the requirements of the brief

#### **Knowledge and/or Skills**

- ◆ Use effective file management techniques in a non-linear edit system
- ◆ Select material which is appropriate to the requirements of the brief
- ◆ Log and store material for safe and easy retrieval
- ◆ Compare and evaluate alternative shots and takes, demonstrating and understanding of what factors to consider, and their relevance to the given brief
- ◆ Edit the rough cut in accordance with the requirements of the brief

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

**Unit title:** Editing: Own Programme

### **Outcome 3**

Make a fine-cut edit to meet the requirements of the brief

#### **Knowledge and/or Skills**

The ability to:

- ◆ Use effective file management techniques in a non-linear edit system
- ◆ Make a fine-cut edit that accurately meets the requirements of the brief
- ◆ Incorporate visual or optical effects most likely to enhance the requirements of the brief
- ◆ Incorporate sound to support and enhance the visual image
- ◆ Continually evaluate all aspects of the edit, technical and aesthetic and revise them as required to meet the requirements of the brief
- ◆ Maintain technical standards throughout the fine-cut and take remedial action when necessary to improve quality
- ◆ Export the fine-cut in an appropriate format ensuring all material is safely backed up

#### **Evidence Requirements for the Unit**

For a minimum of one complete project:

Performance evidence covering all items in Knowledge and Skills for Outcomes 1 to 3 in the form of Script(s), details of sound effects, details of music sources, edit notes and a complete edited programme in a format appropriate to the given brief. The materials should show that the candidate can:

- ◆ produce supporting documentation, which identifies a candidate's contribution to the projects
- ◆ demonstrate their knowledge of editing and post production procedures
- ◆ prepare source material for editing
- ◆ produce rough cuts of edited material
- ◆ line up equipment to required technical standards
- ◆ incorporate sound to support and enhance the requirements of the given briefs
- ◆ export the fine cuts in a format appropriate to the given briefs

#### **Assessment Guidelines**

It is recommended that the assessment of this Unit should be by means of a project that covers all three Outcomes.

Candidates should be able to demonstrate their familiarity with editing techniques to incorporate the application of effects, voice-overs, music, titles, graphics and end credits.

Centres should note that the editing of at least one complete programme is sufficient to meet the requirements of the Unit.

## Administrative Information

<b>Unit code:</b>	F45L 35
<b>Unit title:</b>	Editing: Own Programme
<b>Superclass category:</b>	KF
<b>Original date of publication:</b>	August 2008
<b>Version:</b>	02

### History of changes:

Version	Description of change	Date
01	This Unit F45L 35 replaces DM0Y 35 which finishes on 31 July 2009.	28/08/08
02	Minor typographical error corrected.	22/09/08

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

### **Unit title:** Editing: Own Programme

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**

The purpose of this Unit is to enable candidates to acquire the skills necessary to undertake the editing of audio and visual source material to the fine-cut stage. The candidates will learn creative storytelling skills through developing a sense of timing improving analytical ability and problem-solving skills; enhancing computer literacy and familiarity with digital editing techniques; acquiring a knowledge of editing systems and software; and developing an ability to creatively interpret the proposed narrative. The final cut should demonstrate skills such as the application of Computer Generated Images (CGI), compositing, effects, voice-overs, music, titles, graphics and end credits.

The candidate should be encouraged to produce a finished project by rendering and transferring to appropriate file formats to satisfy the requirements of the brief.

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

This Unit should be presented in the context of standard approaches and techniques of editing as used in the television industry. It is important that candidates are provided with realistic briefs. Normally these will arise naturally from the pre-production phase of full-scale programme origination. The editing process is to be performed to produce a completed project, a few sequences not being sufficient for the purposes of the Unit. It is not mandatory for candidates undertaking this Unit to have been involved in the programmes production phase.

This Unit could be integrated with the Graded Unit.

Each project must provide supporting documentation, which identifies a candidate's contribution to the project eg Master Log Sheets; Graphic Placement; Edit Decision Lists; Track Chart; etc.

Corresponding to Outcomes:

- 1 Candidates will prepare source material for editing to be undertaken to meet the requirements of a given brief. They will select the appropriate editing media and processes that meet aesthetic, stylistic and technical needs.
- 2 In making a rough-cut candidates will:
  - ◆ expand their skills and creativity through the incorporation of visual and audio effects in the preparation and development of a fine-cut edit
  - ◆ continually evaluate all aspects of the edit, technical and aesthetic and revise them as required to meet the requirements of the brief

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

### Unit title: Editing: Own Programme

- 3 In making a fine-cut candidates will:
  - ◆ incorporate sound, visual or optical effects most likely to enhance the final programme
  - ◆ render and export the final cut in an appropriate format within the given timescale required by the brief
  - ◆ store all materials securely in a manner appropriate for easy retrieval
  - ◆ return post-production equipment and environments to a clean and tidy condition after use, and ensure that settings and levels are returned to normal operating conditions

At all stages of this Unit candidates will:

- ◆ ensure standard production terminology and procedures are consistently adopted throughout
- ◆ ensure all activities are carried out with due regard to current health and safety law
- ◆ ensure all material is used in a manner consistent with current Copyright Law

Background reading material, eg information on copyright law, must be specified.

### Approaches to Generating Evidence

Normally candidates will be undertaking the practical work as part of a television programme origination. The editing brief will have arisen from the pre-production activities. Other candidates will be undertaking different Units concurrently. Candidates should have more than one opportunity to develop their practical editing skills as these do improve with relevant practice. Standard terminology and practices should be introduced at appropriate points.

### Assessment Procedures: Corresponding to Outcomes

- 1 Evidence to demonstrate their Knowledge and/or Skills
  - Checklist of candidate performance
  - Observation of candidate performance
- 2 Observation of rough-cut edit for a minimum of two programmes
  - Checklist of candidate performance
  - Observation of candidate performance
- 3 Observation of fine-cut edit for a minimum of two programmes
  - Evidence of good postproduction management
  - Evidence of an actual performance
  - Checklist of candidate performance
  - Observation of candidate performance
  - A copy of the final cut in an appropriate format that matches the production
  - Documentation produced in Outcome 1

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

**Unit title:** Editing: Own Programme

### **Open learning**

Due to the technical requirements of this Unit, it is unlikely that it can be delivered by means of Open Learning.

### **Candidates 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 alternative Outcomes for Units. Further advice can be found in the SQA document *Guidance on Assessment Arrangements for Candidates with Disabilities and/or Additional Support Needs* ([www.sqa.org.uk](http://www.sqa.org.uk)).



## **General information for candidates**

### **Unit title:** Editing: Own Programme

This Unit is designed to enable you to edit complete programmes/projects to given briefs. You will be responsible for the organisation and/or the acquisition of the footage used.

In Outcome one you will prepare source material for editing. You will review production information, both written and verbal, and accurately identify its implications for the editing process, and the range of potentially suitable editing media and processes.

In Outcome two you will capture the relevant footage identified in Outcome 1 and produce a rough cut edit that meets the requirements of the given brief.

In Outcome three you will develop your skills and creativity in the application and use of visual and audio effects. This could include additional tracks such as voice over, music, graphics, credits and any special effects that the director requires.

Outcome three provides evidence that you can manage post production in accordance with current professionally accepted processes. It also demonstrates good studio management skills in ensuring that post production environments are returned to a clean and tidy condition and that settings and levels are returned to normal operating conditions after use.

On completion of this Unit you will have produced at least one completed project that will have postproduction skills.