



Higher National Unit specification

General information

Unit title: Editing to a Director's Brief

Unit code: H4JD 35

Superclass: KF

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Unit purpose

This Unit will enable learner to develop skills in relation to editing and their understanding of the overall post-production process. The learner's skills as both technician and artist will be expanded through the creative interpretation of a director's brief through the accurate editing of pre-recorded sound and vision.

Outcomes

On successful completion of the Unit the learner will be able to:

- 1 Prepare source material for editing that meets the requirements of a Director's brief.
- 2 Make a rough-cut edit that meets the requirements of the Director's brief.
- 3 Make a fine-cut edit that meets the requirements of the Director's brief.

Credit points and level

2 Higher National Unit credits at SCQF level 8: (16 SCQF credit points at SCQF level 8)

Recommended entry to the Unit

Access is at the discretion of the centre. However, it would be beneficial if the learner had successfully completed HN Unit: *Editing: An Introduction* (SCQF level 7) or equivalent.

Higher National Unit specification: General information (cont)

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Core Skills

Opportunities to develop aspects of Core Skills are highlighted in the Support Notes for this Unit specification.

There is no automatic certification of Core Skills or Core Skill components in this Unit.

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.

Equality and inclusion

This Unit specification has been designed to ensure that there are no unnecessary barriers to learning or assessment. The individual needs of learners should be taken into account when planning learning experiences, selecting assessment methods or considering alternative evidence.

Further advice can be found on our website www.sqa.org.uk/assessmentarrangements.

Higher National Unit specification: Statement of standards

Unit title: Editing to a Director's Brief

Acceptable performance in this Unit will be the satisfactory achievement of the standards set out in this part of the Unit specification. All sections of the statement of standards are mandatory and cannot be altered without reference to SQA.

Outcome 1

Prepare source material for editing that meets the requirements of a Director's brief.

Knowledge and/or Skills

- ◆ Identifying any issues that may impact on the Director's brief when viewing rushes and reviewing production information
- ◆ Assessing the technical quality of all materials and advising on any action to be taken
- ◆ Setting up an edit project with appropriate file formats and settings
- ◆ Using effective file management
- ◆ Ingesting material into an edit system
- ◆ Logging material appropriately
- ◆ Backing up material appropriately
- ◆ Making constructive suggestions about technical and narrative options in advance of an edit
- ◆ Maintaining professional working relationships with the director and other members of the production team

Outcome 2

Make a rough-cut edit that meets the requirements of the Director's brief.

Knowledge and/or Skills

- ◆ Editing material to rough cut stage to meet the requirements of the director's brief
- ◆ Communicating with the director and other personnel as appropriate
- ◆ Making creative decisions to enhance the quality of the edited sequence
- ◆ Making technical decisions to enhance the quality of the edited sequence

Higher National Unit specification: Statement of standards

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Outcome 3

Make a fine-cut edit that meets the requirements of the Director's brief.

Knowledge and/or Skills

- ◆ Communicating with the director over creative and technical elements of the edit
- ◆ Making a fine-cut edit that accurately meets the requirements of the Director's brief
- ◆ Continually evaluating all aspects of the edit, technical and aesthetic and revise them as required to meet the requirements of the Director's brief
- ◆ Maintaining technical standards throughout the fine-cut
- ◆ Producing records of meetings
- ◆ Ensuring all material is used in a manner consistent with copyright law
- ◆ Ensuring all activities are carried out with due regard to health and safety

Evidence Requirements for this Unit

Learners will need to provide evidence to demonstrate their Knowledge and/or skills across all Outcomes by showing that they can:

Provide 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, notes from meetings and a final edited programme completed to the satisfaction of the director and output in a format specified by the director.

The materials should show that the candidate can:

- ◆ Produce notes from meetings with the director, demonstrating their own input.
- ◆ Set up an edit project with appropriate settings, file paths and backups.
- ◆ Log material with appropriate metadata.
- ◆ Ingest material into an edit system.
- ◆ Use effective file management in a non-linear edit system.
- ◆ Prepare source material for editing.
- ◆ Demonstrate knowledge of editing and post production procedures.
- ◆ Present edited material in appropriate format for submission to director.
- ◆ Produce a rough cut of edited material.
- ◆ Present rough cut to director for review and make changes as appropriate.
- ◆ Incorporate sound to support and enhance the visual image.
- ◆ Incorporate visual or audio effects most likely to enhance the requirements of the director's brief.
- ◆ Present fine cut to Director for review.
- ◆ Make narrative and technical decisions which enhance the quality of the edit.
- ◆ Export the fine cut in an appropriate format ensuring all material is backed up.



Higher National Unit Support Notes

Unit title: Editing to a Director's Brief

Unit Support Notes are offered as guidance and 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 learners to acquire the skills necessary to undertake the editing of work, other than their own, using audio, visual and graphics source material to the fine cut stage. This Unit will develop the learners' knowledge of editing systems and software along with developing a sense of timing and the ability to creatively interpret the proposed narrative. This will include: developing an ability to visualise the final product; developing analytical, communication and problem-solving skills; and also accepting direction as necessary. The learner will become familiar with a range of editing techniques; also develop knowledge of editing systems and software through the editing of pre-recorded sound, vision and graphics from various formats.

The final cut should demonstrate editing skills such as:

- ◆ attention to detail.
- ◆ the ability to make creative and technical decisions.
- ◆ the ability to accept direction as necessary.
- ◆ familiarity with editing techniques to incorporate effects, voice-overs, music, titles, graphics and end credits.

The learner should produce the finished edit project in a format appropriate to the given brief.

The learner should be aware of, and comply with laws and good practice with regard to copyright, compliance and the acknowledgement of the contribution of others to his/her work.

This Unit is designed to reflect the working practices of an editor working as part of a larger production team. Therefore the editor is required to work closely with the director using material provided.

Guidance on approaches to delivery of this Unit

This Unit is designed to be practical, and tutors should ensure that course delivery in relation to editing techniques and equipment should mirror the approaches and techniques of the media production industry.

Higher National Unit Support Notes(cont)

Unit title: Editing to a Director's Brief

Learners should get the opportunity to undertake formative exercises in editing material to a brief in advance of assessment. Supplying the learners with appropriate video rushes and relevant briefs, and giving feedback on formative work, is of great benefit.

Viewing and discussing professionally produced sequences often forms a useful starting point for learners as it can help set benchmarks against which they can compare their own work.

Learners will benefit greatly from being supplied with suitable video rushes for formative work in editing a sequence. Feedback on this formative work can be crucial in developing their understanding of building a narrative. Group viewing and discussion of formative work should be encouraged as learners can often learn from their peers. Developing a participative approach to delivery will encourage learners to contribute their views.

Completed edit sequences output in appropriate file types should be stored and retained as evidence for assessment.

Guidance on approaches to 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 recommended that the assessment of this Unit should be by means of a project that covers all three Outcomes.

The director's brief should take the form of an edit script and/or extensive notes following production.

Learners 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 one complete programme is sufficient to meet the requirements of the Unit.

Corresponding to Outcomes:

- 1 Learners will view and prepare source material for editing to be undertaken to meet the requirements of the director's brief. It is expected that learners will be working with recordings that have been made during the acquisition phase of an actual programme origination. Learners must demonstrate appropriate file management in a non linear edit system.

The learner will demonstrate the ability to:

- ◆ Give realistic and constructive advice to decision makers, making suggestions for editing approaches and styles.
- ◆ Agree post-production methods with the director that should be effective in meeting the requirements and deadlines of the director's brief.
- ◆ Make constructive suggestions for changing or improving the programme at an early stage.

Higher National Unit Support Notes (cont)

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2 In making a rough-cut learners should:

- ◆ Make creative and technical decisions which enhance the edited sequence in line with the overall director's brief.
- ◆ Present assembled materials, and any required supporting information, to other decision makers at the agreed time and in the required format.
- ◆ Develop their post-production skills and creativity in identifying and selecting the visual and/or optical effects most likely to enhance the production.
- ◆ Evaluate all aspects of the edit, technical and aesthetic and revise them as required to meet the requirements of the director's brief.
- ◆ Expand their skills and creativity through the incorporation of visual and audio effects in the preparation and development of a fine-cut edit.

3 In making a fine-cut candidates should:

- ◆ Refine individual edits to enhance the narrative and flow of the programme.
- ◆ Incorporate sound, visual or optical effects most likely to enhance the requirements of the brief.
- ◆ Output the final cut in an appropriate format within the given timescale required by the brief.
- ◆ Store and back up all media, project files and materials securely in a manner appropriate for easy retrieval.

At all stages of this Unit learners should:

- ◆ 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.
- ◆ Manage post-production in accordance with current professionally accepted processes.

Opportunities for e-assessment

E-assessment may be appropriate for some assessments in this Unit. By e-assessment we mean assessment which is supported by Information and Communication Technology (ICT), such as e-testing or the use of e-portfolios or social software. Centres which wish to use e-assessment must ensure that the national standard is applied to all learner evidence and that conditions of assessment as specified in the Evidence Requirements are met, regardless of the mode of gathering evidence. The most up-to-date guidance on the use of e-assessment to support SQA's qualifications is available at www.sqa.org.uk/e-assessment.

Higher National Unit Support Notes (cont)

Unit title: Editing to a Director's Brief

Opportunities for developing Core and other essential skills

In this Unit learners will develop an understanding of the overall post production process. Depending on the learning and teaching approaches adopted the Unit provides opportunities for developing all three components of the Core Skill of *Communication* and *Problem Solving* at SCQF level 6 as well as the two for *Information and Communication Technology* at SCQF level 6. Aspects of the component *Working Co-operatively with Others* are also addressed in the Unit.

Communication: Oral Communication at SCQF level 6

Learners will need to convey information, ideas and opinions accurately, coherently and succinctly using vocabulary and language structures appropriate to the audience. They will have to make suggestions about technical and narrative options and communicate effectively both formally and informally with the director and other members of the production team. They will also respond to others appropriately and take account of their contributions and opinions.

Communication: Written Communication (Reading) at SCQF level 6

This Unit requires learners to read a variety of materials — eg scripts, details of sound effects, details of music sources, edit notes and notes from meetings. They will have to identify relevant and significant information, ideas and supporting details, and analyse and evaluate them in order to produce a final edited programme. To ensure that all material is used in a manner consistent with copyright and health and safety law they will also need to check and keep up to date with the relevant legislation and associated documents.

Communication: Written Communication (Writing) at SCQF level 6

Learners will use their analytical skills to find, select and interpret the information needed to produce a final edited programme which meets the requirements of the director's brief. They will produce records from meetings with the director, notes of formal and informal meetings, and log their materials effectively.

Problem Solving: Critical Thinking at SCQF level 6

Learners will have to analyse the brief, identify the factors involved and assess their relevance and priority. They will then develop and justify an effective approach to the task. They will also need to consider alternative ways of doing it and assess the advantages and disadvantages of each.

Problem Solving: Planning and Organising at SCQF level 6

Before starting the task, learners will need to plan any online and/or traditional research needed. This will involve a number of different aspects such as deciding on an approach, generating and developing ideas for inclusion and producing the final required output on time. Responding to the brief will involve analysing and evaluation a large number of related ideas, opinions and detail which will need to be analysed and evaluated clearly and end with logical conclusions.

Problem Solving: Reviewing and Evaluating at SCQF level 6

The learner is required to analyse and evaluate a wide range of material, make creative, narrative and technical decisions and present reasoned and coherent findings and opinions in the final brief.

Higher National Unit Support Notes (cont)

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Information and Communication Technology: Accessing Information at SCQF level 6

Learners will use a range of ICT equipment, carry out complex searches, ingest and log material and manage the organisation and security of their work.

Information and Communication Technology: Providing/Creating Information at SCQF level 6

Learners will be expected to use a range of processing tasks independently, observing security procedures and the needs of other users. They will set up an edit project with appropriate settings, file paths and backups, log material with appropriate metadata, produce documents and present their response to the brief in an appropriate format. They will also use effective file management at all times to ensure the efficient retrieval of material.

Working Co-operatively with others at SCQF level 6

Learners are required to maintain professional working relationships with the director and other members of the production team throughout the Unit. They must identify any issues which may impact on the brief when reviewing production information or preparing the response to the brief. They must also make constructive suggestions about technical and narrative options.

Other essential skills

Throughout the Unit learners will develop knowledge and skills which are specifically intended to enhance their employability in the Creative Industries sector. Because these and other soft skills such as attention to detail, making and justifying decisions, punctuality, presentability and efficient time management are readily transferable, they could also be applied to many other media and/or areas of employment.

History of changes to Unit

Version	Description of change	Date

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General information for learners

Unit title: Editing to a Director's Brief

This section will help you decide whether this is the Unit for you by explaining what the Unit is about, what you should know or be able to do before you start, what you will need to do during the Unit and opportunities for further learning and employment.

This Unit is designed to provide you with the knowledge and skills necessary to edit a complete programme/project to a director's brief, using pre-recorded sound, vision and graphics originated by other personnel.

In Outcome 1 you will learn how to 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. You will set up for an edit, ingest footage and learn how to manage media files.

In Outcome 2 you will capture the relevant footage identified in Outcome one and produce a rough cut edit that meets the requirements of the director. In this Outcome 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.

In Outcome 3 after discussion with the director, you will make the relevant changes and make the fine cut to the director's specifications. This Outcome will provide evidence that you have demonstrated effective skills as an editor within a production team throughout the edit. It demonstrates that you can present assembled material, and any required supporting information, to other decision makers at the agreed time and in the required format.

It also provides evidence that you can manage post production in accordance with current professionally accepted processes.