

National Unit Specification: general information

UNIT Digital Media: Video Editing (SCQF level 5)

CODE F1KV 11

SUMMARY

The purpose of this Unit is to allow candidates to undertake the acquisition of a short digital video narrative within the context of a specified brief.

Candidates will be required to describe the hardware and software requirements of digital video acquisition, devise a script or storyboard to meet the requirements of a specified brief, plan a strategy for the acquisition of digital video material, present the edited narrative in a format appropriate to the specification of the specified brief and evaluate the finished product and their own performance.

This Unit is suitable for candidates who require a knowledge and practical experience of digital video acquisition, editing and presentation.

OUTCOMES

- 1 Describe hardware and software requirements for digital video acquisition and editing.
- 2 Plan the safe acquisition of digital video content that is not restricted by copyright for a specified brief.
- 3 Acquire digital video content for a specified brief.
- 4 Edit acquired digital video content and present a digital video narrative in a format appropriate to the specified brief.

RECOMMENDED ENTRY

While entry is at the discretion of the centre, it would be beneficial if candidates possessed basic IT skills. This may be evidenced by possession of:

D01D 10 *Information Technology (Intermediate 1)*

or equivalent qualifications or experience.

Administrative Information

Superclass: CB

Publication date: June 2007

Source: Scottish Qualifications Authority

Version: 01

© Scottish Qualifications Authority 2007

This publication may be reproduced in whole or in part for educational purposes provided that no profit is derived from reproduction and that, if reproduced in part, the source is acknowledged.

Additional copies of this Unit Specification can be purchased from the Scottish Qualifications Authority. Please contact the Customer Contact Centre, telephone 0845 279 1000

National Unit Specification: general information (cont)

UNIT Digital Media: Video Editing (SCQF level 5)

RECOMMENDED ENTRY

CREDIT VALUE

1 credit at Intermediate 2 (6 SCQF credit points at SCQF level 5*)

**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.*

CORE SKILLS

Where there is no automatic certification of Core Skills in this Unit there may be opportunities for developing aspects of Core Skills.

National Unit Specification: statement of standards

UNIT Digital Media: Video Editing (SCQF level 5)

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 the Scottish Qualifications Authority.

OUTCOME 1

Describe hardware and software requirements for digital video acquisition and editing.

Performance Criteria

- (a) Describe different hardware solutions for digital video acquisition.
- (b) Describe different storage media and their use in digital video acquisition.
- (c) Describe different hardware and software solutions for digital video editing.
- (d) Describe different delivery platforms for digital video distribution.

OUTCOME 2

Plan the safe acquisition of digital video content that recognises copyright for a specified brief.

Performance Criteria

- (a) Create a script or storyboard to meet the requirements of the specified brief.
- (b) Plan a production schedule for the acquisition of digital video content within the time constraints of the brief.
- (c) Identify required hardware and software for the acquisition of the digital video content.
- (d) Identify health and safety and copyright implications of the planned video acquisition.

OUTCOME 3

Acquire digital video content for a specified brief.

Performance Criteria

- (a) Acquire digital video content which meets the quality standards of the specified brief.
- (b) Acquire digital video content within the stated time constraints of the brief.
- (c) Maintain records of acquired digital video content to facilitate efficient access and retrieval.
- (d) Complete all activities in a manner consistent with current health and safety legislation and requirements.

National Unit Specification: statement of standards (cont)

UNIT Digital Media: Video Editing (SCQF level 5)

OUTCOME 4

Edit acquired digital video content and present a digital video narrative in a format appropriate to the specified brief.

Performance Criteria

- (a) Edit acquired digital video content to produce a digital video narrative that meets the requirements of the brief.
- (b) Obtain and record appropriate clearances for any digital content used within the project for which copyright issues have been identified.
- (c) Output the completed digital video narrative in the format specified by the requirements of the brief.
- (d) Present and evaluate the completed digital video narrative and the personal individual contribution to the product.

EVIDENCE REQUIREMENTS FOR THIS UNIT

Evidence is required that candidates have achieved all Outcomes and Performance Criteria.

Candidates are encouraged to use the Internet in any research etc, however, the evidence produced must be the candidate's own work. Assessors should assure themselves of the authenticity of candidate's evidence.

Written and/or oral recorded, performance and product evidence is required which demonstrates that the candidate has achieved the requirements of all of the Outcomes and Performance Criteria.

For Outcome 1 written and/or oral recorded evidence is required which demonstrates that the candidate has achieved the standard specified in the Outcome and Performance Criteria. The assessment will be supervised, controlled and under closed-book conditions and should last no more than 45 minutes. The instrument of assessment will provide opportunities for the Outcome to be fulfilled by means of sampling across the range of the content of Outcome 1. Where re-assessment is required it should contain a different sample from the range of mandatory content. Achievement can be decided by use of a cut-off score. Each sample must include **four** of **each** of the following categories:

- ◆ Storage media used in digital video acquisition
- ◆ Hardware solutions used in digital video acquisition
- ◆ Hardware (two items) and software (two items) solutions used in digital video editing
- ◆ Delivery platforms for digital video distribution

National Unit Specification: statement of standards (cont)

UNIT Digital Media: Video Editing (SCQF level 5)

Outcomes 2, 3 and 4

Written and/or oral recorded, product and performance evidence is required which demonstrates that the candidate has achieved the standard specified in the Performance Criteria of Outcomes 2, 3 and 4. The assessment will be supervised, controlled and under open-book conditions and should be conducted over an extended period of time.

Candidates are required to meet the requirements of a specified brief which will indicate the time scales for production and the quality and amount of video required.

Candidates are required to produce a plan which will include the following:

- ◆ An A/V script or storyboard relevant to the specified brief
- ◆ A detailed plan of activities (production schedule) for acquisition of digital video media
- ◆ Risk assessments for planned acquisition activities
- ◆ A list of the hardware and software resources required
- ◆ A candidate activity log of activities undertaken including evidence of technical and operational problems encountered and resolved
- ◆ A list of all acquired digital video content with storage locations and appropriate filenames
- ◆ A list of the copyright status of all elements of the video and where required, records of copyright clearances

Candidates will produce a report of at least 150 words of the self evaluation of the video narrative and personal contribution to the final product.

Product evidence is required to demonstrate that the candidate can present the completed video narrative in an appropriate format. The assessor must authenticate that the evidence produced is the candidate's own work.

The activity log will show that the candidate has completed all of the tasks, with due regard to health and safety. An assessor must endorse each candidate activity log with the candidate's name, their name, signature and the relevant date(s).

An assessor observation checklist will be used to record that all the tasks have been undertaken correctly by the candidate. An assessor must endorse each checklist with the candidate's name, their name, signature and date.

The Assessment Support Pack (ASP) for this Unit provides sample assessment material including an instrument of assessment for the knowledge and a given brief. Centres wishing to develop their own assessments should refer to Assessment Support Pack to ensure a comparable standard.

National Unit Specification: support notes

UNIT Digital Media: Video Editing (SCQF level 5)

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 40 hours.

GUIDANCE ON THE CONTENT AND CONTEXT FOR THIS UNIT

This Unit has been designed to enable candidates to experience the process of acquiring and editing digital video to produce a coherent narrative piece within the context of a specified brief.

There will be elements of knowledge which can be taught in Outcome 1, eg:

- ◆ the types of devices available for digital video acquisition
- ◆ the storage media for these devices
- ◆ the advantages and disadvantages of different solutions
- ◆ the file types employed for storage and distribution
- ◆ the hardware and software requirements.

Centre can also include basic instruction in how to use a video camera, VTR, DVD as sources of digital video material, how to label and store this material and how to edit this material using basic editing software. The emphasis, however is not on deep technical knowledge, but rather, the process and the basic knowledge and skills necessary to enable candidates to confidently undertake the:

- ◆ interpretation of a specified brief
- ◆ devising a AV script or storyboard to meet the requirements of the brief
- ◆ planning how to acquire the necessary material
- ◆ acquisition of the digital material (media)
- ◆ capture, labelling and storage of the digital material
- ◆ editing the material according to the script or storyboard to deliver a finished product fit for the purpose of the agreed or specified brief
- ◆ evaluation the finished product and own performance.

The brief should provide candidates with an opportunity to produce a coherent video narrative, ie it should contain a complete story element. A possible brief could be to produce (create) a short piece in the style of a news report which will be used as an introductory scene setter within a web page or induction video for the college student association or a structured narrative produced over time explaining the process or evaluation of a practical piece of work, eg art or graphic design project.

GUIDANCE ON LEARNING AND TEACHING APPROACHES FOR THIS UNIT

This Unit is best used as part of an integrated suite of units, for example, the supplied brief could be written so that the finished video can be a content element within a web authoring Unit, an art design project, etc.

Its main use, therefore, is for candidates who need to include video within their work, but who are not pursuing a dedicated photographic/AV vocational pathway.

National Unit Specification: support notes (cont)

UNIT Digital Media: Video Editing (SCQF level 5)

Candidates could be exposed to the different acquisition sources or methods through short practical/demonstration sessions and then presented with the given brief.

OPPORTUNITIES FOR CORE SKILL DEVELOPMENT

In this Unit candidates are required to plan the acquisition of a video sequence. This will present opportunities for developing aspects of the Core Skill of Problem Solving as well as aspects of the Core Skill in Communication. In addition, opportunities may arise for candidates to work together as part of the learning process, such as composing and recording video or using software application packages for editing.

GUIDANCE ON APPROACHES TO ASSESSMENT FOR THIS UNIT

Outcome 1 should be assessed separately, towards the end of the Unit to enable candidates to acquire the knowledge through the practical activities covered in other Outcomes. Outcome 1 lends itself to the use of an objective test. The instrument of assessment should provide opportunities for the Outcome to be fulfilled by means of sampling across the range of the content of Outcome 1. Where re-assessment is required it should contain a different sample from the range of mandatory content. Achievement can be decided by use of a cut-off score.

If a centre is presenting Outcome 1 of these assessments on-line the following assessment methods, where appropriate, may be selected:

Multiple choice
Drag and drop
Multiple response
Mix and match
Or a combination of the above

Outcomes 2, 3, and 4 should be assessed by the production of the evidence materials which will be generated by a brief supplied by the centre. The brief will include details such as:

- ◆ quantity of work required
- ◆ quality of the material to be acquired
- ◆ timescale for production.

The brief will provide candidates with an opportunity to produce a short, coherent video piece which would equate, as a rough rule of thumb, to a 25 frame storyboard. Candidates would not be expected, at this level, to produce an extended piece of work or a complete narrative. For example, a possible brief could be to produce a series of general views of the candidate's school or college, cut to a short copyright cleared music piece which might be used within a web page or an induction video for the college student association.

Centres should also consider providing a candidate activity log which can include guided prompts for candidates to follow.

National Unit Specification: support notes (cont)

UNIT Digital Media: Video Editing (SCQF level 5)

It may be appropriate for some of the evidence for this Unit to be produced using e-assessment provided the national standard is applied and the conditions of assessment are consistent for all candidates. This may take the form of e-testing (for knowledge and understanding) and/or e-portfolios (for practical abilities).

The activity log will show that the candidate has completed all of the tasks, with due regard to health and safety. An assessor must endorse each candidate activity log with the candidate's name, their name, signature and the relevant date(s).

An assessor observation checklist will be used to record that all the tasks have been undertaken correctly by the candidate. An assessor must endorse each checklist with the candidate's name, their name, signature and date.

The Assessment Support Pack (ASP) for this Unit provides sample assessment material including an instrument of assessment for the knowledge, and a sample activity log and an assessor checklist. Centres wishing to develop their own assessments should refer to Assessment Support Pack to ensure a comparable standard.

CANDIDATES WITH DISABILITIES AND/OR 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).