



National Unit Specification: general information

UNIT Media: Basic Video Editing (SCQF level 5)

CODE F57V 11

SUMMARY

The purpose of this Unit is to introduce candidates to the work-processes, techniques and terminology used within the area of video editing in the television industry. This is largely a practical Unit in which candidates will use appropriate software and hardware to carry out basic editing of video and audio source material. Candidates will have the opportunity to use editing processes and techniques to produce a formatted sequence of film which meets the requirement of a given brief.

This Unit is suitable for candidates who are interested in working in the area of television and who are interested in understanding the process of video editing.

OUTCOMES

- 1 Prepare source material to be edited to a given brief.
- 2 Edit material to meet requirements of a given brief.
- 3 Export a finished video to meet requirements of a given brief.

RECOMMENDED ENTRY

Entry is at the discretion of the centre.

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.*

Administrative Information

Superclass: KF

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National Unit Specification: general information (cont)

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CORE SKILLS

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

There are opportunities for Core Skill development, these are highlighted in the Support Notes of this Unit Specification.

National Unit Specification: statement of standards

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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 to be edited to a given brief.

Performance Criteria

- (a) Prepare technical equipment and software for the editing process.
- (b) Set up a clearly and conventionally identified Project within the editing system.
- (c) Import source material.
- (d) File and store source material.

OUTCOME 2

Edit material to meet requirements of a given brief.

Performance Criteria

- (a) Produce a clearly structured rough-cut edit.
- (b) Incorporate additional material to support and enhance the video.
- (c) Satisfy copyright requirements.
- (d) Produce a fine-cut edit to meet the requirements of the given brief.

OUTCOME 3

Export a finished video to meet requirements of a given brief.

Performance Criteria

- (a) Prepare the finished edit for export.
- (b) Export the finished edit to an appropriate format.
- (c) Create a back-up copy of the Project.

National Unit Specification: statement of standards (cont)

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EVIDENCE REQUIREMENTS FOR THIS UNIT

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

The brief will be agreed with the teacher/lecturer.

Evidence should be gathered at appropriate points during the Unit.

Outcome 1 — Performance evidence

The source material prepared must cover both video and audio material.

Candidates are required to show that they can:

- ◆ prepare technical equipment and software for the editing process
- ◆ set up a clearly and conventionally identified Project
- ◆ import, file and store source material

An assessor observation checklist will be used to record that all tasks have been undertaken by the candidate.

Outcome 2 — Product evidence

Evidence is required to demonstrate the candidate's ability to produce a rough-cut edit and a fine-cut edit to meet the requirements of a given brief.

Additional material incorporated should be appropriate to the given brief and should support and enhance the video.

Evidence is required to demonstrate that the candidate has satisfied copyright requirements.

Outcome 3 — Product evidence

Candidates are required to produce evidence in the form of a finished video on an appropriate distribution format and evidence of a back-up copy of the Project.

National Unit Specification: support notes

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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 is an optional Unit within the National Certificate Group Award in Media (SCQF level 6), but can be taken as a free-standing Unit.

The purpose of this Unit is to introduce candidates to the skills and work processes necessary to undertake basic editing of video and audio source material to create a sequence that meets the requirements of a given brief.

Copyright — an understanding of laws, agreements and good practice with regard to copyright, intellectual copyright and the need to acknowledge the contribution of others to the work is required.

GUIDANCE ON LEARNING AND TEACHING APPROACHES FOR THIS UNIT

Candidates should be given sufficient opportunities to develop their practical editing skills and to learn about the terminology and working practices used in the television industry.

Outcome 1

When preparing the source material candidates should ensure that all technical equipment and software required is functioning. Candidates should then be shown how to create a Project within the editing system.

A Project should be clearly and conventionally identified for ease of location eg 'C(andidate) I(nitials) Project 1' stored in 'Class 1 Projects' folder.

Once the Project has been created, the import process should be demonstrated. The candidate should file and store captured material in a clear and conventional manner eg 'College Building WS', 'College Entrance MS', 'College sign CU'.

It is important that material can be identified and easily retrieved by the candidate and others who may not be familiar with the Project.

Outcome 2

The candidate should assemble the material into a rough-cut — a draft version that follows a clear structure, but which requires further refinement.

Candidates should be given sufficient opportunity to develop their practical editing skills and to learn about the terminology and working practices used in the television industry.

The candidate should then create a fine-cut — the final version of the edit. The final version of the edit should be approved by the tutor.

National Unit Specification: support notes (cont)

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The fine-cut will incorporate additional material such as illustrative effects (including stills and graphics), sound effects and music to support and enhance the finished video.

Outcome 3

Candidates should be shown how to prepare the fine-cut for export. This may require a Render process (creation of a final file) for video and audio. Candidates should then export the final cut in an appropriate format required by the brief. Once exported, the video should be reviewed to ensure technical quality.

(Media within an NLE — computer-based Non-Linear Editing System may be deleted to free storage space. However, source tapes and other material should be retained and available.)

A back-up copy of the Project should be retained in an appropriate format. An industry-standard EDL (Edit Decision List) could also be backed-up if the Edit Suite has this capability.

OPPORTUNITIES FOR CORE SKILL DEVELOPMENT

Candidates will have the opportunity to develop aspects of the Core Skill *Information Technology* during Outcome 1 when preparing the software and hardware for video editing. They will also have the opportunity to develop these further during Outcome 2 when using an editing system and during Outcome 3 when saving both the finished edit and the back-up.

GUIDANCE ON APPROACHES TO ASSESSMENT FOR THIS UNIT

A suitable Instrument of Assessment for this Unit would be a practical project based on a given brief.

The Outcomes should be assessed in the order specified. Outcome 1 will be performance evidence supported by an assessor observation checklist. Outcomes 2 and 3 will be product evidence in the form of:

- ◆ a rough-cut edit
- ◆ a fine-cut edit
- ◆ a finished video
- ◆ a back-up copy of finished video

Time should be allowed for any necessary re-assessment.

National Unit Specification: support notes (cont)

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Opportunities for the use of 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 communications technology (ICT), such as e-testing or the use of e-portfolios or e-checklists. Centres which wish to use e-assessment must ensure that the national standard is applied to all candidate evidence and that conditions of assessment as specified in the Evidence Requirements are met, regardless of the mode of gathering evidence. Further advice is available in *SQA Guidelines on Online Assessment for Further Education (AA1641, March 2003)*, *SQA Guidelines on e-assessment for Schools (BD2625, June 2005)*.

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).