

# CUFCAM01A Set up and operate a basic video camera

This unit describes the skills and knowledge required to set up and operate a basic video camera and equipment for use in small media productions which may not be intended for commercial sale.

Element	Performance criteria
1 Select and prepare camera equipment and materials	1.1 Confirm equipment and stock requirements for the shoot
	1.2 Obtain and clean equipment and ensure that it is operational
	1.3 Recognise faults and defects and refer these to specialist technicians
	1.4 Obtain all required stock and consumables and ensure that it is present in sufficient quantity to meet the filming requirements and is available at the correct location and time of the filming
2 Charge and maintain batteries throughout shoot	2.1 Ensure power supply is appropriate and available
	2.2 Ensure the charger is suitable for the batteries used
	2.3 Safely charge the batteries according to manufacturer's recommendations
	2.4 Maintain charged batteries to meet the requirements of filming duration
3 Install or check camera support equipment	3.1 Determine the support requirements and position of camera
	3.2 Install supports in the appropriate position and at the appropriate height to achieve the camera shot required
	3.3 Ensure that support is secure, avoids damage to any equipment and provides satisfactory camera support
4 Install camera, lenses and other accessories	4.1 Select and securely fit the correct camera lens and filters according to the identified creative requirements
	4.2 Install other camera accessories and special requirements correctly
	4.3 Lift camera, using safe lifting and handling techniques and secure to support, if required
	4.4 Secure camera safely to avoid damage

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| 5 | Test all operational aspects of the camera            | 5.1 | Check the recording functions of the video camera to achieve accurate technical output                                   |
|   |   | 5.2 | Check the exposure, colour and focus aspects of the camera to achieve the desired artistic and technical results         |
|   |   | 5.3 | Check the chosen filters to ensure that they achieve the desired artistic and technical results                          |
|   |   | 5.4 | Check pan and tilt movements, if required  |
| 6 | Prepare and load videotapes                           | 6.1 | Label all cassettes accurately   |
|   |   | 6.2 | Load and check videotape into camera for recording   |
|   |   | 6.3 | Confirm readiness for shooting with the relevant personnel   |
| 7 | Operate the camera                                    | 7.1 | Operate camera in accordance with manufacturer's instructions and guidelines   |
|   |   | 7.2 | Consider camera shots and angles to ensure filming produces the desired result   |
|   |   | 7.3 | Employ photographic and composition techniques to achieve the creative requirements                                      |
|   |   | 7.4 | Ensure that any camera movement is steady and smooth throughout the duration of filming                                  |
|   |   | 7.5 | Adjust and move equipment, as required, during the filming   |
| 8 | Disassemble camera, accessories and support equipment | 8.1 | Break down and carry video camera, accessories and supports employing safe lifting techniques                            |
|   |   | 8.2 | Clean and safely pack all equipment into cases to avoid damage and prepare for transport                                 |
|   |   | 8.3 | Report and document any equipment that is damaged and requires maintenance to the relevant personnel                     |
|   |   | 8.4 | Leave the filming site in the original or improved condition, ensuring that there has been no adverse impact on the site |

## Range of variables

Variable	Scope
Environments where cameras may be set up and maintained include:	<ul style="list-style-type: none"><li>• in a studio</li><li>• on location - interior</li><li>• on location - exterior</li><li>• outside broadcast</li><li>• day</li><li>• night</li></ul>
Shoots may include:	<ul style="list-style-type: none"><li>• single camera</li></ul>
Types of production may include:	<ul style="list-style-type: none"><li>• short documentaries</li><li>• short films</li><li>• animated productions</li><li>• filmed events or performances</li></ul>
Equipment and accessories may include:	<ul style="list-style-type: none"><li>• any domestic type video camera</li><li>• lighting kit, eg lighting bulbs, lights</li><li>• mounts</li><li>• filters</li><li>• wide angle adaptor</li></ul>
Supports may include:	<ul style="list-style-type: none"><li>• tripods</li><li>• fixed mounts</li></ul>
Operation of camera may include:	<ul style="list-style-type: none"><li>• hand held operation</li><li>• fixed camera</li><li>• zoom lens</li></ul>
Lenses may include:	<ul style="list-style-type: none"><li>• zoom</li><li>• fixed</li><li>• macro</li><li>• micro</li></ul>
Power sources may include:	<ul style="list-style-type: none"><li>• batteries</li><li>• AC</li></ul>
Requirements for the shoot may include:	<ul style="list-style-type: none"><li>• specific lighting conditions</li><li>• technical</li><li>• creative</li></ul>
Relevant personnel may include:	<ul style="list-style-type: none"><li>• director</li><li>• lighting personnel</li><li>• technical director</li><li>• other technical staff</li><li>• other specialist staff</li></ul>
Reports may be:	<ul style="list-style-type: none"><li>• computer generated</li><li>• manually written</li></ul>

Documentation may include:

- stock order forms
- fault reports
- film and battery labels
- shotlists
- script
- production schedule
- running sheet

## Evidence guide

**Underpinning skills and knowledge**

Assessment must include evidence of essential knowledge of, and skills in, the following areas:

- basic concepts of camera maintenance and appropriate cleaning techniques and cleaning materials
- domestic type video cameras and operational functions
- framing techniques and methods of composition
- lens theory and application including range
- camera to subject practice, ie lens to eyeline, crossing the line, matching shots
- video types and differences and compatibility of stock to equipment
- management of video stocks, storage and handling
- interpretation of creative requirements to technical operation
- relevant photographic principles such as exposure, tonal relationships, light sources, sensitivity and balancing, camera's interpretation of colour, and how this determines the selection of filters
- different types of light measuring devices and their use
- use of light meters
- the effect of different light sources, diffusion materials, filters and reflectors on the lighting environment which includes both performers and set
- duty of care to colleagues and the general public

**Linkages to other units**

This unit has linkages to the following unit and combined training delivery and/or assessment is recommended:

- CUFPOP01A Prepare and participate in an electronic media activity

**Critical aspects of evidence**

The following evidence is critical to the judgement of competence in this unit:

- knowledge and application of photographic principles
- technical knowledge of a domestic type of video camera

**Method and context of assessment** Assessment may take place on the job, off the job or a mix of both of these. Off the job assessment must be undertaken in a closely simulated workplace environment.

Assessment methods must include observation of performance during a practical demonstration. Direct observation may need to occur on more than one occasion to establish consistency of performance. A range of methods to assess the application of essential underpinning knowledge must support this and might include:

- work samples or simulated workplace activities
- oral questioning/interview
- projects/reports/logbooks
- third party reports and authenticated prior achievements
- portfolios of evidence

**Resource requirements** Assessment requires access to a range of equipment listed in the range of variables statement, currently in use.

<b>Key competencies</b>	<b>Level</b>
Collecting, analysing and organising information	1
Communicating ideas and information	1
Planning and organising activities	2
Working with others and in teams	2
Using mathematical ideas and techniques	1
Solving problems	1
Using technology	1