

CUFEDT02A Prepare material and documents for editing

This unit describes the skills and knowledge required to prepare the materials and documents needed during the editing process for any screed based production. Materials and documents are prepared whether using film, video or digital media in the editing process.

Element	Performance criteria
1 Receive and document the material	1.1 Receive, correctly identify, label and code uncut material, both image and sound
	1.2 Ensure format compatibility of all uncut materials and prepare if necessary
	1.3 Log and file materials according to organisational procedure
	1.4 Accurately compile and update all documentation required to track the preparation and ongoing edit of the material
	1.5 Undertake all activities in accordance with occupational health and safety procedures
2 Create image and/or sound logging sheets	2.1 Identify and log each image according to the organisation's procedures
	2.2 Create log sheets to accurately document sound recordings according to the organisation's procedures
	2.3 Complete the logging sheets and check for accuracy before distributing to relevant personnel
3 Synchronise pictures and sound	3.1 Identify appropriate method of aligning picture to sound
	3.2 Align uncut image and sound footage precisely, in preparation for evaluation and editing
	3.3 Make any necessary preparations for the sound edit

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| 4 | Prepare and distribute editing instructions | 4.1 | Compile accurate documentation of editing instructions for the use of personnel involved in all stages of post-production |
| | | 4.2 | Ensure that any post-production editing processes are completed and returned |
| | | 4.3 | Participate in the ongoing evaluation of the product throughout all stages of the editing process and update and distribute further instructions |
| | | 4.4 | Participate in the evaluation of the final edited product to ensure that the technical and creative requirements have been met |
| | | 4.5 | Accurately update all documentation throughout the editing process and record and file according to workplace requirements |

Range of variables

Variable	Scope
Images and sound may be identified from:	<ul style="list-style-type: none"> • clapperboard details • time codes • camera sheets • sound documentation
Log may be:	<ul style="list-style-type: none"> • computer generated • manually written
Medium may be:	<ul style="list-style-type: none"> • film of any gauge • video of any format • digitised media – vision, sound • still imagery • graphics • computer generated imagery
Editing medium may be:	<ul style="list-style-type: none"> • film • video • computerised data
Editing methods may include:	<ul style="list-style-type: none"> • digital non-linear • linear • on-line • off line
Method for aligning picture to sound may include use of:	<ul style="list-style-type: none"> • clapperboard • hand clapping • timecodes

Documentation may be:

- computer generated
- manually written
- hire agreements
- memos of instruction
- budgets
- scripts
- production schedules
- continuity reports
- camera reports
- sound reports
- operational/project plan
- manufacture schedules
- manufacturers' specifications/instructions
- contracts
- flexfiles
- edit decision lists (EDLs)
- fault reports
- list of sequences with relevant shot numbers
- assembly order
- marked up scripts
- marked up transcripts
- sound sheets including timecode log sheets for location sound recordings
- wild line and sound effects log sheets

Types of film and television production may include:

- feature films
- documentaries
- animated productions
- short films
- commercials
- filmed events or performances
- music video
- television productions of any type, eg music, drama, comedy, variety, sport
- pre-recorded television productions

Relevant personnel may include:

- director
- producer
- production manager
- director of photography
- editor
- assistant editor
- picture editing personnel
- sound editing personnel
- music composer
- sound effects personnel
- computer generated imagery (CGI) personnel
- editing suite personnel
- laboratory personnel
- floor manager

- production designer
 - technical director
 - other technical staff
 - other specialist staff
 - designers
- Editing requirements may include:
- voice over
 - music
 - additional dialogue recording (ADR)
 - specific foley
 - sound effects
 - atmosphere requirements
 - sound pre mix and final mix
 - production of titles
 - production of optical effects
 - on-line editing
 - sound editing
 - graphics
 - titling
 - animation
 - laboratory services such as:
 - development of exposed camera film
 - production of contact work print
 - production of daily rushes
 - telecine of rushes
 - negative matching
 - transfer of video to film
 - production of opticals and titles
 - production of answer and release prints
 - production of pre mix and final sound mix
- Editing facilities/suites may include:
- in-house facilities
 - commercial facilities
- Necessary preparations for the sound edit may include:
- the transfer and labelling of sound rushes to magnetic tape
 - the making of safety copies of audio recordings made at the time of filming
 - the preparation of timecoded log sheets for audio recordings
 - the preparation and checking of source and record materials to be used
 - production of audio only EDL
 - production of open media file interchange (OMF files)

Evidence guide

Underpinning skills and knowledge	<p>Assessment must include evidence of essential knowledge of, and skills in, the following areas:</p> <ul style="list-style-type: none">• understanding of the elements of the production• production scheduling• documenting clear instructions• information management• communicating effectively with colleagues• understanding the capabilities of editors or contractors• familiarity with current picture and sound editing methods and equipment• editing conventions• understanding the capabilities of post-production personnel, facilities and equipment• familiarity with current post-production techniques/methods and equipment• knowledge of the application of different editing methods• filmic language and other relevant terminology, as required• relevant organisational and/or legislative occupational health and safety requirements
Linkages to other units	<p>This unit has linkages to the range of editing units found within this training package and combined training delivery and/or assessment may be appropriate.</p> <p>Other linkages include:</p> <ul style="list-style-type: none">• CUSGEN01A Use and adapt to changes in technology
Critical aspects of evidence	<p>This unit of competence applies to a range of editing methods and media. It will apply whether the editing process involves:</p> <ul style="list-style-type: none">• film• film transferred to video• video• video transferred to film at the completion of the edit• digital media <p>The focus of assessment will depend on the medium involved and assessment must be customised accordingly. Assessment should only address those variable circumstances, listed in the range of variables statements, which apply to the chosen context.</p> <p>Care should be taken in developing training to meet the requirements of this unit. The specific focus of training will depend upon the medium involved, ie film, video or digital media. For generic pre-employment training, organisations should consider providing training which will provide participants with a breadth of editing skill, encompassing a range of media.</p>

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

- effective methods of documenting and/or verbally communicating clear instructions to a range of individuals/organisations
- knowledge and application of a range of editing methods and equipment

Method and context of assessment

Assessment of this unit would most effectively be undertaken on the job due to the specific workplace environment requirements. However, assessment of this unit can be undertaken in a closely simulated workplace environment which reproduces all the elements of a production situation including operating to a schedule. The assessment event in the simulated workplace environment should involve the use of current industry standard equipment.

Assessment may incorporate a range of methods to assess performance and the application of essential underpinning knowledge, and might include:

- practical demonstration (direct observation may need to occur on more than one occasion to establish consistency of performance)
- role play
- case studies
- work samples or simulated workplace activities
- oral questioning/interview aimed at evaluating the processes used in developing and realising the creative concept
- projects/reports/logbooks
- third party reports and authenticated prior achievements
- portfolios of evidence which demonstrate the processes used in developing and realising the creative concept

Resource requirements

Assessment requires access to a range of editing equipment and materials currently used by the film, television, radio or multimedia industries.

Key competencies

Level

Collecting, organising and analysing information	3
Communicating ideas and information	2
Planning and organising activities	3
Working with others and in teams	2
Solving problems	2
Using mathematical ideas and techniques	2
Using technology	3