STANDARD KEMAHIRAN PEKERJAAN KEBANGSAAN

(NATIONAL OCCUPATIONAL SKILLS STANDARD)

VIDEO / FILM (EDITING)

LEVEL 3

JPK

JABATAN PEMBANGUNAN KEMAHIRAN

KEMENTERIAN SUMBER MANUSIA, MALAYSIA

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STANDARD PRACTICE
NATIONAL OCCUPATIONAL SKILLS STANDARD (NOSS) FOR;
VIDEO / FILM (EDITING)
LEVEL 3

1. INTRODUCTION

Video or film editing is part of the creative post-production process of film production. It involves the selection and combining of shots into sequences, and ultimately creating a finished story presentation. Video or film editing process is often referred to as the 'invisible art' because when it is well edited, the viewer becomes so engaged that he or she is not even aware of the editor's handiwork. In other words, video or film editing is a process of manipulating and rearranging visual shots to create and generate new work. Visual editing is one part of the post production process which involved rearranging, adding or removing sections of video clips, applying colour correction, filters and enhancement and creating transitions between clips.

There are many reasons to edit a video or film such as removing unwanted footages, choosing the best footages, creating a smooth flow between scenes, adding effects, graphics and many more. The simplest and most common task in editing is removing the unwanted footages because the story can be dramatically improved by simply getting rid of unwanted bits. After production shoot of scenes, the best material will be chosen for final edit but the most important things in film or video editing is to ensure the smooth flow of the video or film presentation. In order to create an impressive video or film, the editor can add some extra elements like altering the style, mood of music, visual effects and many more. This will provide the audience the enjoyment in watching the video or film.

Video or film editing can create sensually moving pictures, become a laboratory for experimental cinema, bring out the emotional truth in an actor's performance, create a point of view on otherwise obtuse events, guide the telling and pace of a

story, create an illusion of danger where there is none, give emphasis to things that would not have otherwise been noted and even create a vital subconscious emotional connection to the viewer.

Therefore, this NOSS document is structured to bring out as much as possible of competent and skilful labour or personnel whom are very enthusiastic, passionate and qualified to work in the video or film production industry. The personnel who undergo training based on this NOSS should be able to attain and develop new skill as video or film editor and earn incomes based on his or her skills and experience. The level 3 of this NOSS will describe capability in analysing visual editing project, visual editing preparation, online and offline visual editing, supervise visual editing, audio sweetening and shooting composition. Furthermore, this NOSS has been developed from the discussion and brainstorming done according to industry's needs by the industrial experts who have had years experience in their field. The current demands for qualified and experienced Level 3 Editor for film or video editing is high and continues to increase in the near future.

This NOSS will definitely be able to produce the most skilful personnel for the benefit of the industry as well as for the country. Those who are interested may enrol with minimum requirement possesses SPM certificates, mentally fit, not colour blind. English proficiency and computer literature is an added advantage.

2. OCCUPATIONAL STRUCTURE

Video or Film (Editing) personnel come under the Sector Information Communication Technology and Sub-Sector of Digital Creative. Fig. 1.1 shows the structured career path of Video or Film (Editing) Operation personnel.

SECTOR — INFORMATION TECHNOLOGY & COMMUNICATION (ICT)														

SECTOR														
INFORMATION TECHNOLOGY & COMMUNICATION (ICT)														
SUB - SECTOR														
DIGITAL CREATIVE														
LEVEL	**Pre-Production**	**Production**					Technical (Camera)	Technical (Lighting)	Technical (Audio)	Visual Effect	Visual Editing	Color Grading	**Mgmt / Admin**	
		Creative												
L5	Producer/ Director	Art Director					Technical Producer / Technical Director	Gaffer	Senior Audio Engineer	VFX Creative Director	Supervising Editor	Colorist	Producer	
L4	Script Writer	Set Designer		Costume Designer	Make Up Designer	Cameraman		Senior Lighting Technician	Audio Engineer	Visual Effect Lead Supervisor	Senior Editor	Junior Colorist	Production Manager	
L3	*No level*	Props Master	Set Builder	Scenic Painter	Wardrobe Manager	Make up Artist	camera operator	Lighting Technician	Assistant Audio Engineer	Visual Effect Supervisor	Editor	No level	Asst Production manager	
L2	*No level*	Props Man	Set Dresser	Painter Assistant	Wardrobe Dresser	Make up Asst.	Camera Assistant / Rigger	Lighting Assistant	Audio Technician	Junior Visual Effect	Asst. Editor	No level	production Coordinator	
L1	*No level*													

Figure 1.1 Occupational Profile for Video or Film (Editing) Personnel

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SECTOR	INFORMATION TECHNOLOGY & COMMUNICATION (ICT)
SUB SECTOR	DIGITAL CREATIVE (VIDEO / FILM)
LEVEL	POST - PRODUCTION (VISUAL EDITING)
L5	VIDEO / FILM (EDITING)
L4	VIDEO / FILM (EDITING)
L3	VIDEO / FILM (EDITING)
L2	*No Level*
L1	*No Level*

Figure 1.1 Occupational Area Analysis (OAA) for Video / Film (Editing) personnel

3. DEFINITION OF COMPETENCY LEVEL

The NOSS is developed for various occupational areas. Candidates for certification must be assessed and trained at certain levels to substantiate competencies. Below is a guideline of each NOSS Level as defined by the Department of Skills Development, Ministry of Human Resources, Malaysia.

Malaysia Skills Certificate Level 1:	Competent in performing a range of varied work activities, most of which are routine and predictable.
Malaysia Skills Certificate Level 2:	Competent in performing a significant range of varied work activities, performed in a variety of contexts. Some of the activities are non-routine and required individual responsibility and autonomy.
Malaysia Skills Certificate Level 3:	Competent in performing a broad range of varied work activities, performed in a variety of contexts, most of which are complex and non-routine. There is considerable responsibility and autonomy and control or guidance of others is often required.
Malaysia Skills Diploma Level 4:	Competent in performing a broad range of complex technical or professional work activities performed in a wide variety of contexts and with a substantial degree of personal responsibility and autonomy. Responsibility for the work of others and allocation of resources is often present.
Malaysia Skills Advanced Diploma Level 5:	Competent in applying a significant range of fundamental principles and complex techniques across a wide and often unpredictable variety of contexts. Very substantial personal autonomy and often significant responsibility for the work of others and for the allocation of substantial resources features strongly, as do personal accountabilities for analysis, diagnosis, planning, execution and evaluation.

4. MALAYSIAN SKILL CERTIFICATION

Candidates after being assessed and verified and fulfilled the Malaysian Skill Certification requirements shall be awarded with Malaysia Skills Certificate (SKM) for Level 3.

5. JOB COMPETENCIES

A Video / Film (Editing) Personnel (Level 3) is competent in performing:

- Visual Editing Project Analysis
- Visual Editing Preparation
- Offline Visual Editing
- Audio Sweetening
- Online Visual Editing
- Shooting Composition

6. WORKING CONDITIONS

Video or film Editor usually working in dimly light and in air-condition editing suites in TV stations and film studios and post-production houses. They are often do shift work, may have to work long and irregular hours to meet deadlines.

They assemble footages from various genres such as feature film, television shows and documentaries, etc into a seamless end product. In refining the overall story into a continuous and enjoyable video or film, editor will manipulate the plot, music scores, sounds and graphics. Video or film editors must have computer knowledge and skills to work in this industry and must ensure the editing equipments are in good condition at all time.

Editors are advisable to visit the shooting location while it is in progress to avoid misunderstanding about the concept required by the Directors and should work closely with Sound and Musical Editors towards the end of editing process.

7. EMPLOYMENT PROSPECTS

There is a high demand for skilled personnel in Digital Creative industry as the industry is developing rapidly in local and global market. This industry has been recognised globally as a huge growth area and there is a need for properly trained personnel at all levels. Based on this recognition towards creative industry in Malaysia, the Government of Malaysia give full support to the industry through various government agencies and fund providing. Having a suitably skilled workforce will position Malaysia as a centre of video or film industry excellence in the region and help towards inward investment in the country.

The editing personnel for video or film editing has a high employment prospect whether locally or internationally. This is because the local expertise workforce is recognised by other countries as being highly knowledgeable and skilled in video or film Production industry. This in turn increases the demand for skilled personnel in this field to be employed and income or remuneration for this profession normally compensate with skills and experience.

Video or film editors need standard coursework such as graphics, basic editing and commercial editing. Experience using graphic and editing software is an essential. Video or film editors sometimes end up as Visual Effects (VFX) Directors and Sound Editors.

As Malaysia had identified in the 3rd Industrial Master Plan and stated in the Tenth Malaysian Plan, ICT industry will be an important enabler for Malaysia to position itself at the international level. With this employment growth in the ICT industry, video or film editing personnel also able to be employed in other related occupations such as production house, advertising agency, broadcasting agency (TV Station), multimedia department (large corporation), training centre, multi national corporation, international airports and as an entrepreneur.

8. **TRAINING, INDUSTRIAL RECOGNITION, OTHER QUALIFICATION AND ADVANCEMENT**

As for career advancement, experience Editor develops their skills throughout their job. They usually begin as assistant editor and gradually learn their new skills as they gain experience. Further certification may increase their chances of career advancement. Thus, additional formal training and certification, these skilful Editors can become certified Editors.

9. **SOURCES OF ADDITIONAL INFORMATION**

<u>Local Sources</u>

- **Suruhanjaya Komunikasi dan Multimedia Malaysia (SKMM)**
  Malaysian Communications and Multimedia Commission
  Off Persiaran Multimedia,
  63000 Cyberjaya, Selangor, MALAYSIA
  Telephone : +603 8688 8000
  Fax   : +603 86881000
  Email   : ccd@cmc.gov.my
  Website   : http://www.skmm.gov.my

- **Perbadanan Kemajuan Filem Nasional Malaysia (FINAS)**
  National Film Development Corporation Malaysia
  Kompleks Studio Merdeka, Jalan Hulu Kelang,
  68000 Ampang, Selangor, MALAYSIA.
  Telephone : +603 41041300
  Fax   : +603 41075216
  Email   : am@finas.gov.my

- **Radio Televisyen Malaysia (RTM)**

  Wisma TV, Angkasapuri, 50614,

  Kuala Lumpur, MALAYSIA.

  Telephone   : +603 2282 5333

  Fax   : +603 2282 7146

  Email   : feedback@rtm.gov.my

  Website   : http://www.rtm.gov.my

- **Kementerian Penerangan Komunikasi & Kebudayaan (KPKK)**

  Ministry of Information, Communications & Culture

  Kompleks Sultan Abdul Samad,

  Jalan Raja 50610, Kuala Lumpur, MALAYSIA.

  Telephone   : 03-26127600

  Fax   : 03-26935114

  Website   : http://www.kpkk.gov.my

- **PROFESSIONAL FILM WORKERS ASSOCIATION OF MALAYSIA (PROFIMA)**

  Kompleks Studio Merdeka,

  Lot 1662, Batu 8,

  Jalan Hulu Klang,

  68000 Ampang,

  Selangor, MALAYSIA

  Telephone   : 03-76608535

  Fax   : 03-76608532

  Email   : profima.malaysia@gmail.com

  Website   : http://www.profima.com.my

International Sources

- **UK Screen Association**

  47 Beak Street

  London

  W1F9SE

  Telephone   : +44 (0)20 7734 6060

  Fax   : +44(0)20 7287 2727

  Website   : http://www.ukscreenassociation.co.uk

10.   **ACKNOWLEDGEMENT**

The Director General of DSD would like to extend his gratitude to the organisations and individuals who have been involved in developing this standard.

- **DEPARTMENT OF SKILLS DEVELOPMENT**

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  Fax   : 03-8321 4888

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  Email   : bobazhar@gmail.com

11. COMMITTEE MEMBERS FOR DEVELOPMENT OF STANDARD PRACTICE (SP), JOB PROFILE CHART (JPC) AND COMPETENCY PROFILE (CP)

VIDEO / FILM (EDITING)

LEVEL 3

	EXPERT PANEL	
1.	Rasidan Muhamad Ramly	Editor DFX Studio Sdn Bhd
2.	Jamaludin Bin Bakar	Senior Editor Finas
3.	Mohd Asrol Sani Bin Othman	Video Editor / Motion Graphic Homework Studio
4.	Hairulzani Abdullah	Editor Layar Consult Sdn. Bhd.
5.	Mohd Hafiz Bin Kamaruzaman	Film and Video Editor / Lecturer Aswara
6.	Dzul Karnain Bin Abdullah	Lecturer Aswara
7.	Mohamed Kharlil Bin Mohamed Othman	Promo Producer Dreamzmedia Sdn Bhd
8.	Muzzafar Bin Mohd Salleh	Penyunting Visual RTM
9.	Zailan Bin Mohd Noor	Creative Director Explosive Magic Sdn Bhd
10.	Shamsaimun Bin Ezil	Production Manager / Editor Z N G Production
	FACILITATOR	
1.	Nablan bin Yusoff	Principal Consultant / Master Trainer 3R Evolusi Sdn Bhd
	CO-FACILITATOR	
1.	Salina Binti Roslan	Senior Consultant 3R Evolusi Sdn Bhd

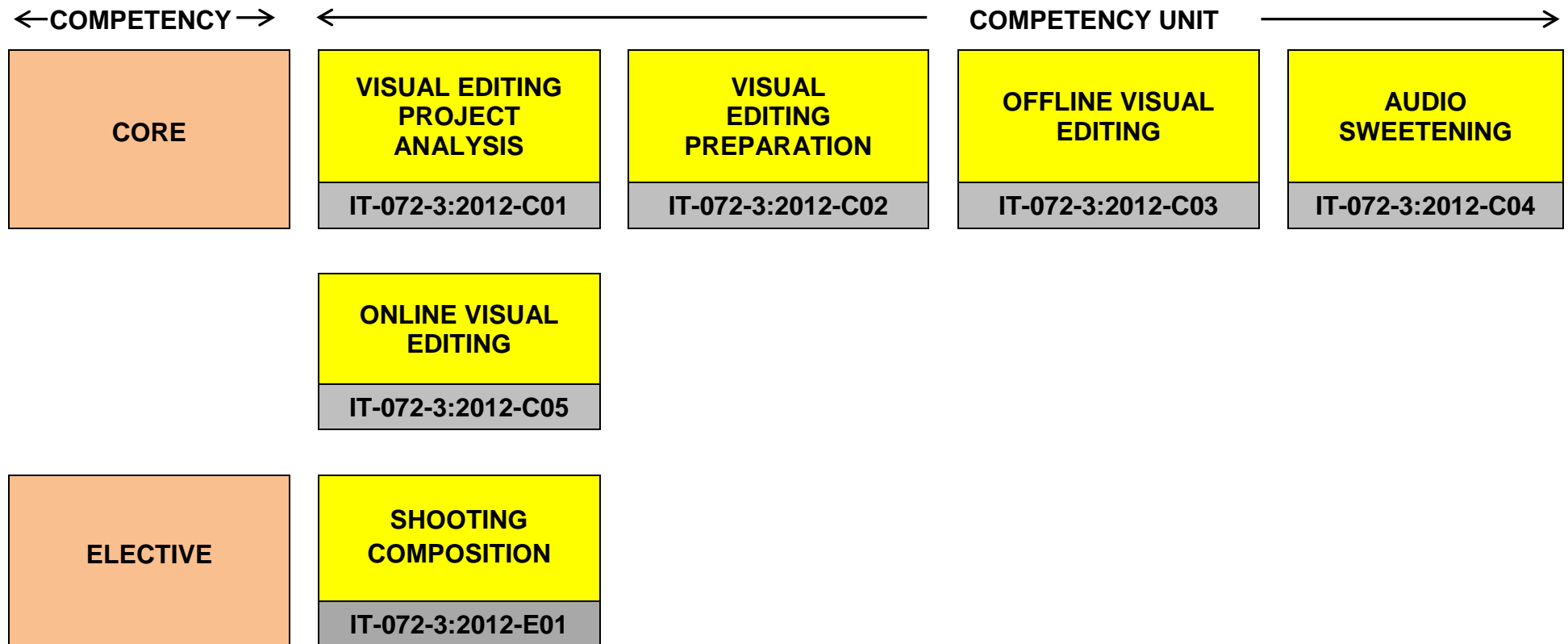## 12. COMMITTEE MEMBERS FOR DEVELOPMENT CURRICULUM OF COMPETENCY UNIT (CoCu)

VIDEO / FILM (EDITING)

LEVEL 3

	EXPERT PANEL	
1.	Rasidan Muhamad Ramly	Editor DFX Studio Sdn Bhd
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1.	Salina Binti Roslan	Senior Consultant 3R Evolusi Sdn Bhd

COMPETENCY PROFILE CHART (CPC)

SECTOR	INFORMATION TECHNOLOGY & COMMUNICATION (ICT)		
SUB SECTOR	DIGITAL CREATIVE		
JOB AREA	VIDEO / FILM (EDITING)		
JOB LEVEL	THREE (3)	JOB AREA CODE	IT-072-3:2012

←COMPETENCY→   ←————————————— COMPETENCY UNIT —————————————→

CORE	VISUAL EDITING PROJECT ANALYSIS	VISUAL EDITING PREPARATION	OFFLINE VISUAL EDITING	AUDIO SWEETENING
	IT-072-3:2012-C01	IT-072-3:2012-C02	IT-072-3:2012-C03	IT-072-3:2012-C04

ONLINE VISUAL EDITING
IT-072-3:2012-C05

ELECTIVE	SHOOTING COMPOSITION
	IT-072-3:2012-E01

COMPETENCY PROFILE (CP)

SUB SECTOR	DIGITAL CREATIVE
JOB AREA	VIDEO / FILM (EDITING)
LEVEL	THREE (3)

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
1. **Visual Editing Project Analysis**	**IT-072-3:2012-C01**	Visual editing project analysis is a process of examine the visual editing elements include project evaluation, monitoring, maintaining compliance with the project requirement and performing any script analysis relevant to project tasks. Visual editing project analysis defines key performance parameters and creates regular variance reports to editing progress before editing work is started.	1. Analyse visual editing project script	1.1 Project concept determined according to script requirement. 1.2 Type of audio identified according to project requirement. 1.3 Type of language version determined according to project requirement. 1.4 Project output determined according to client requirement.

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
		He or she is responsible to provides research and analysis functions on visual editing based on project requirement. The person who is competent in this competency unit shall be able to analyse project script, analyse project concept, classify format source, preview footage from archive and produce project workflow. The outcome of this competency is to ensure project analysis executed according to project requirement.	2. Analyse visual editing project concept	1.5 Project duration determined according to project requirement. 2.1 Category of genre determined according to project script. 2.2 Types of genre determined according to project script. 2.3 Category of theme determined according to project script. 2.4 Visual effect determined according to production requirement.

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
				2.5 Sound effect determined according to project requirement.
				2.6 Background music identified according to production requirement.
				2.7 Editing technique identified according to production requirement.
			3. Classify visual editing format and source	3.1 Project material is identified according to project requirement.
				3.2 Frame rate identified according to production specification.

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
				3.3 Aspect ratio identified according to production specification.
			4. Preview footage	4.1 Required shot identified according to script requirement.
				4.2 Footage format conversion (up or down conversion) identified according to output format requirement.
				4.3 Required project material confirmed according to script requirement.

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
			5. Produce project workflow	5.1 Offline editing process determined according to project requirement.
				5.2 Online editing process determined according to project requirement.
				5.3 Project duration executed according to project requirement.
				5.4 Working schedule confirmed according to project requirement.
				5.5 Project workflow produced according to project requirement.

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
2. **Visual Editing Preparation**	**IT-072-3:2012-C02**	Visual editing preparation is a process of identify, classify, compile, coordinate materials / footage conversion, format transferred, and involves scene arrangement according to project requirement. He or she is responsible in compiling film scanning, digitising, capturing and conversion of materials / footage, cue sheet / continuity sheet / shooting board and arrangement of scenes to respected bins.	1. Review cue sheet / continuity sheet / shooting board 2. Convert recorded materials / footage	1.1 'Good take' shots identified according to project requirement. 1.2 'Good take' shots classified according to project requirement. 2.1 Materials / footage converted to video file according to project requirement. 2.2 Format for editing identified according to media format. 2.3 Converted material coordinated according to project requirement.

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
		The person who is competent in this competency unit shall be able to classify 'good take' shots, coordinate converted materials and prepare labelled bins. The outcome of this competency is to ensure visual editing preparation is arranged according to project requirement.	3. Perform digitising / capturing recorded materials	3.1 Material transferred from film to server according to project requirement. 3.2 Material compiled to hardisk according to project requirement. 3.3 Format material identified according to project requirement.
			4. Arrange scenes to respected bins	4.1 Scene coordination arranged according to project requirement. 4.2 Labelled bins prepared according to project requirement.

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
				4.3 Labelled bins arranged according to project requirement.
3. Offline Visual Editing	IT-072-3:2012-C03	Offline visual editing is part of the post-production process of video and film production in which raw footage is copied and edited, without permanently altering the original footages (camera original film stock or video tape). Once the project has been completely offline edited, the original media will be assembled in the online editing stage.	1. Perform shot selection 2. Perform sequence timeline editing	1.1 Footages previewed according to cue sheet. 1.2 Best shot identified according to cue sheet. 1.3 Selected shots compiled into bins based on respective scene. 2.1 Shots sequence identified according to project script.

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
		He or she is responsible in process to arrange identified best shot onto sequence timeline and carry out repairing where necessary before proceed to final offline. The person who is competent in this competency shall be able to perform shot selection, perform sequence timeline editing, repairing, apply Audio Visual (AV) elements and produce final offline. The outcome of this competency is to ensure offline project verified according to online editing requirement.	3. Perform sequence timeline repairing	2.2 Basic scene by scene assembled according to project script. 2.3 Assembled shot completed according to project requirement. 2.4 Offline duration confirmed according to project script. 3.1 Sequence timeline previewed according to project script. 3.2 Particular sequences correctly verified according to project requirement.

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
				3.3 Project duration confirmed by Director according to project requirement.
				3.4 Trimmed sequence timeline compiled according to project script.
			4. Apply Audio Visual (AV) elements	4.1 Sequence timeline previewed according to project requirement.
				4.2 Audio visual elements identified according to project requirement.
				4.3 AV element applied to sequence timeline according to project requirement.

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
			5. Produce final offline	5.1 Offline project verified according to online editing requirement. 5.2 Rough cut confirmed by Director and met project requirement. 5.3 Final offline exported to Edit-Decision-List (EDL) according to project requirement.
4. Audio Sweetening	IT-072-3:2012-C04	Audio sweetening is a process of "juicing up" the video portion of a film, video or any other multimedia project. Its origin may have been old – time radio, which produced visual detail with sound effects such as people walking, horses galloping, doors	1. Organise clean sound	1.1 Clean sound inspected according to project requirement. 1.2 Clean sound compiled according to project requirement.

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CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
		opening and closing, gun shots, "body slams", etc. in the case of a music performance or recording, sweetening may refer to the process of adding instruments in post – production. Meanwhile, in television sweetening refers to use of a laugh track in addition to a live studio audience. The laugh track is used to "enhance" the laughter for television audiences, sometimes in cases where a joke or scene intended to be funny does not draw the expected response, and sometimes to avoid awkward sound edits when a scene is shortened or more	2. Verify foley effect 3. Carry out audio levelling	2.1 Foley effect previewed according to project requirement. 2.2 Foley effect inspected according to project requirement. 2.3 Foley effect compiled according to project requirement. 3.1 Audio level previewed according to project requirement. 3.2 Audio level inspected according to project requirement.

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
		than one take is used in editing. He or she is responsible in audio levelling and balancing involving music, sound effect, foley effect, dialogue, music, sound effect and clean sound in sequence timeline. Personnel who have competent in this competency shall be able to organise clean sound, verify foley effect arrangement, carry out audio levelling, carry out music levelling, carry out sound effect levelling and confirm audio balancing.	4. Carry out music levelling 5. Carry out sound effect levelling	3.3 Audio level adjusted according to project requirement. 4.1 Music level previewed according to project requirement. 4.2 Music level inspected according to project requirement. 4.3 Music level adjusted according to project requirement. 5.1 Sound effect previewed according to project requirement.

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
		The outcome of this competency is to provide audio sweetening according to project requirement in order to get a good sound quality.		5.2 Sound effect inspected according to project requirement. 5.3 Sound effect adjusted according to project requirement.
			6. Confirm audio balancing	6.1 Clean sound checked according to Director's requirement. 6.2 Foley effect complied with project requirement. 6.3 Audio levelling complied with project specification.

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
				6.4 Music levelling complied with project requirement. 6.5 Sound effect levelling complied with project requirement. 6.6 Balanced audio exported to online according to project requirement.
5. Online Visual Editing	IT-072-3:2012-C05	Online visual editing is an older post-production linear video editing process that is performed in the final stage of a video production. It occurs after offline editing. An Edit-Decision-List (EDL) or equivalent is used to carry over the cuts and dissolves	1. Import Edit-Decision-List (EDL)	1.1 High resolution clips produced according to project requirement. 1.2 Online sequence previewed according to project requirement. 1.3 Fine trimming properly executed according to project requirement

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
		created during the offline edit. This conform is checked against a video copy of the offline edit to verify that the edits are correct and frame-accurate. This workprint also provides a reference for any digital video effects that need to be added. The editor will also ensure that the program meets the technical delivery broadcast safe specs of the broadcaster, ensuring proper video levels, aspect ratio, and blanking width. Sometimes the online editor will package the show, putting together each version. Each version may have different requirements for the formatting (i.e. closed	2. Apply visual elements to editing sequences 3. Apply titling to editing sequences	1.4 Final duration inspected according to project requirement. 2.1 Visual elements previewed according to editing sequences. 2.2 Visual elements identified according to editing sequences. 2.3 Visual elements correctly allocated according to editing sequences. 3.1 Editing sequence previewed according to editing sequence.

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
		blacks), bumper music use of a commercial bumper, different closing credits, etc. He or she is responsible to perform fine trimming, apply motion graphic, montage and visual effects such as placing titles, transition, execute colour adjustment, laying down music and sound effect to the editing sequence. Personnel who have competent in this competency shall be able to import Edit-Decision-List (EDL), apply visual elements to editing sequences, apply titling to editing sequences, perform	4. Perform colour correction	3.2 Titling position determined according to editing sequence. 3.3 Titling inspected according to project script. 4.1 Editing sequence previewed according to production specification. 4.2 Unbalanced colour identified according to production specification. 4.3 Unbalanced colour corrected according to production specification.

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
		colour correction, apply balanced audio to editing sequence and perform final online submission. Eventually, the Editor previews their editing to superior for approval before carry out the final online submission. The outcome of this competency is to ensure final online completely executed according to project requirement.	5. Apply balanced audio to editing sequence 6. Perform final online submission	5.1 Balanced audio previewed according to editing sequence. 5.2 Balanced audio allocated according to project requirement. 5.3 Audio arrangement confirmed according to project requirement. 6.1 Final material produced according to project requirement. 6.2 Supporting material compiled according to project requirement. 6.3 Editing suite log book recorded according to studio requirement.

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
6. **Shooting Composition**	**IT-072-3:2012-E01**	Shooting composition is refers to the organisation pictorial elements in the frame and it is an important subject in producing video or film more interesting. Good composition can turn ordinary subject into attractive photo, and poor composition can change the subject interesting to the boring photo. Although good shot is often made by breaking the rules, there are some common rules for good composition. He or she is responsible in mixture of props arrangement, shooting style, right camera work to emphasize mood and	1. Plan required shot 2. Identify props set	1.1 Composed shots correctly confirmed according to Director's requirement. 1.2 Shots are creatively composed and able to convey emotion according to Director's requirement. 2.1 Design scene realistically arranged according to project requirement.

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CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
		highlight key point in every scene. Personnel who have competent in this competency shall be able to plan required shot, identify props set, determine light position, execute camera work and identify continuity shot. The outcome of this competency is to create a good composition result according to Director's requirement.	3. Determine light position	3.1 Color temperature of scene provided according to production's needs. 3.2 Mood and highlight key point in every scene are correctly emphasized according to production's needs.
			4. Execute camera work	4.1 Camera work is correctly confirmed based on Director's instruction.
			5. Identify continuity shot	5.1 Necessary pick up shots for every scene are completely executed according to the script requirement.

CURRICULUM of COMPETENCY UNIT (CoCU)

Sub Sector	DIGITAL CREATIVE
Job Area	VIDEO / FILM (EDITING)
Competency Unit Title	VISUAL EDITING PROJECT ANALYSIS
Learning Outcome	This visual editing project analysis competency unit is to analyse a given project and it include analysing project script, concept, classify format source, preview footage from archive, produce project workflow and ensure project executed according to project requirement. Upon completion of this competency unit, trainees will be able to :- • List out types of audio • Confirm types of project output • Determine types of media • Determine editing technique • Evaluate visual effect concept • Determine background music • Determine sound effects • Determine frame dimension • Convert footage format • Produce project material checklist

Competency Unit ID	IT-072-3:2012-C01	Level	3	Training Duration	400 Hours	Credit Hours	40

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
1. Analyse visual editing project script	i. Types of script ii. Project concept i.e.; • Storyline • Message • Theme • Genre			18 hours	Lecture	• Storyline and message reviewed according to project requirement.

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria

	iii. Type of audio i.e.;
	  • Dialogue
	  • Voice Over
	  • Music
	  • Ambience
	iv. Type of language version i.e.;
	  • Single language
	  • Bi-language
	  • Multi language
	v. Project media output i.e.;
	  • Web
	  • Tape
	  • Film
	  • Hardisk
	  • DVD / Blu-ray
	  • 3D Stereoscopic
	vi. Project duration
	  • Script requirement
	  • Man hour requirement
	  • Machine availability
						• Theme and genre obtained according to project requirement.
						• Types of audio listed out according to project requirement.
						• Types of language confirmed according to project requirement.
						• Types of project output confirmed according to project requirement.
						• Types of media determined according to project requirement.
						• Script requirement retrieved according to project requirement.

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	vii. Editing technique in theory • Continuity cut • Jump cut • Parallel cut • Cross cut • Slow cut • Fast cut • Elliptical cut • Montage • Overlapping editing • Transition • Rhythmic editing • Graphical editing • Temporal editing • Spatial editing					• Man hour utilisation arranged according to project requirement. • Types of hardware and software determined according to project requirement. • Editing technique determined according to project requirement. • Visual editing analyse report presented according to project requirement.
		i. Differentiate types of script ii. Evaluate the storyline and message iii. Determine the theme and genre iv. Identify types of audio	i. Analytical and creative mind ii. Meticulous in doing remark on project script iii. Meticulous in reviewing project script iv. Understand job requisition	42 hours	Project Assignment / Case study / Demonstration	

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Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		v. Determine type of audio vi. Determine different types of language vii. Confirm types of language requirement viii. Identify different types of project output ix. Identify different types of media x. Confirm project output xi. Interpret script requirement xii. Identify man hour utilisation xiii. Identify types of hardware and software xiv. Identify editing technique				

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria

2. Analyse visual editing project concept	i. Category of genre i.e.;
	• Action
	• Adventure
	• Comedy
	• Crime
	• Documentary
	• Fantasy
	• Historical
	• Horror
	• Mystery
	• Paranoid
	• Philosophical
	• Political
	• Romance
	• Saga
	• Satire
	• Science fiction
	• Slice of life
	• Speculative
	• Thriller
	• Urban
	ii. Types of genre i.e.:
	• Comedy
	  - Action comedy
	  - Black comedy
	  - Comedy
				36 hours	Lecture	• Type of genre determined according to project requirement.
						• Theme determined according to project requirement.
						• Visual effect concept evaluated according to creative direction.
						• Visual effect elements determined according to creative direction.
						• Sound effects determined according to creative direction.
						• Background music determined according to creative direction.
						• Editing technique determined according to creative direction.

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	horror - Fantasy comedy - Science fiction comedy - Military comedy • Action - Action comedy - Action horror - Die -hard scenario - Disaster film - Martial arts - Science fiction action - Spy film - Superhero film • Adventure - Swashbuckler - Disaster - Historical • Crime - Crime comedies - Crime thrillers					• Remarked visual editing project script presented.

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	- Film noir - Heist film - Hood film - Legal dramas - Mob film - Mystery film - Police procedural - Heroic bloodshed - Mumbai underworld • Documentary - Romanticism - City symphony - Kino-pravda - Newsreel - Cinema-verite' - Docufiction - Compilation - Ethnographic • Fantasy - High fantasy - Sword and sorcery - Contemporary fantasy - Dark fantasy					

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	- Life action and animation fantasy - Bangsian - Historical fantasy - Romantic fantasy • Historical - Biography - Historical fiction - Literary adaptation • Horror - Action horror - Body horror - Comedy horror - Gothic horror - Natural horror - Psychological horror - Science fiction horror - Slashers horror - Splatter horror - Zombie film					

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria

	• Mystery
	  - Crime mystery
	  - Thriller mystery
	  - Horror mystery
	• Paranoid
	  - Paranoid fiction
	  - Dystopian
	  - Modernist
	  - Realist
	  - Absurdist
	  - Surrealist
	• Philosophical
	  - German idealism
	  - Pragmatism
	  - Phenomenology
	  - Existentialism
	  - Structuralism and post-structuralism
	  - Analytical tradition
	• Political
	  - Propaganda
	  - War
	  - Socialism
	  - Remembrance					

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Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria

	- World issue
	• Romance
	  - romantic drama
	  - chick flick
	  - romantic comedy
	  - romantic thriller
	• Saga
	  - war
	  - historical
	  - religious
	  - romantic
	  - science fiction
	  - fantasy
	• Satire
	  - Religious
	  - Humour
	  - Political
	• Science fiction
	  - Superhero fiction
	  - Horror fiction
	  - Mystery fiction
	  - Speculative fiction
	• Slice of life
	  - War					

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria

	- Historical
	- Religious
	- Romantic
	- Science fiction
	- Fantasy
	- Humour
	• Speculative
	  - Science fiction
	  - Fantasy fiction
	  - Horror fiction
	  - Supernatural
	   fiction
	  - Superhero
	   fiction
	  - Utopian &
	   dystopian
	   fiction
	  - Apocalyptic &
	   post-
	   apocalyptic
	   fiction
	  - Alternate
	   history
	• Thriller
	  - Disaster thriller
	  - Psychological
	   thriller
	  - Crime thriller					

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria

	- Techno thriller
	    - Mystery thriller
	    - Political thriller
	    - Paranoid
	     thriller
	  • Urban
	    - Society
	    - Politic
	    - Economy
	    - Cast
	    - Survivalist
	iii. Category of theme i.e.
	  • Life
	  • Society
	  • Human nature
	iv. Visual effect (VFX) elements i.e.;
	  • Visual effects (VFX) concept design
	  • Visual effects (VFX) creation
	  • Visual effects (VFX) digital art assets
	  • Visual effects (VFX) animation					

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria

	v. Sound effect i.e.;
	 • Hard sound
	   - Door slams
	   - Weapon firing
	   - Car driving by
	   - etc
	 • Background sound i.e.;
	   - Forest
	   - Beach
	   - Room tone
	   - etc
	 • Foley sound ie;
	   - Footstep
	   - Hand props
	   - Knock
	   - Bang
	   - etc
	 • Sound design ie;
	   - Space
	   - Futuristic technology
	   - Emotion /mood
	   - etc					

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Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	vi. Background music • Antecedents • Incidental • Furniture • Elevator • Ambient • Foreground vii. Visualise Editing technique • Continuity cut • Jump cut • Parallel cut • Cross cut • Slow cut • Fast cut • Elliptical cut • Montage • Overlapping editing • Transition • Rhythmic editing • Graphical editing • Temporal editing • Spatial editing					

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		i. Identify type of genre ii. Identify category of theme iii. Identify visual effects elements iv. Define visual effect concept v. Check visual effect elements vi. Identify category of sound effects vii. Identify types of sound effect viii. Identify category of background music ix. Identify types of editing technique	i. Knowledgeable in genre and theme ii. Analytical and creative mind iii. Up-to-date in editing software iv. Meticulous in reviewing project script v. Understand job requisition	84 hours	Project Assignment / Case study / Demonstration	

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Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria

3. Classify visual editing format and sources	i. Project material i.e.;
	• Tape
	  - Mini-DV
	  - DV CAM
	  - Beta SP
	  - Beta Digital
	  - HD CAM
	• High Definition (HD)
	  - 720p
	  - 1080p
	  - 1080i
	• Film
	  - 8mm
	  - 16mm
	  - 35mm
	  - 70mm
	• Stills / graphic
	  - JPEG
	  - PNG
	  - PSD
	  - AI
	  - TIFF
	  - TARGA
	  - CINEON
	  - EXR
				18 hours	Lecture	• Type of material determined according to project requirement.
						• Footages from archive compiled according to project requirement.
						• Specific frame rate and aspect ratio determined according to project requirement.
						• Scanning lines determined according to project requirement.
						• Frame dimension determined according to project requirement.

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Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria

	• Tapeless Format
	  - MOV
	  - MXF
	  - MTS
	  - XDCAM EX
	  - MPEG IMX
	  - AVCHD
	  - PRORES
	  - DNxHD
	  - H.264 MP4
	  - R3D
	• Archive (Library)
	ii. Frame rate i.e.;
	• 24 fps (Film)
	• 25 fps (PAL)
	• 50i fps (PAL interlaced)
	• 29.97 (NTSC)
	• 30 fps (NTSC)
	• 23.976 (FILM to NTSC)
	• 60i (NTSC interlaced)
						• Visual editing classification presented according to project requirement.

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	• HD Universal Timecode iii. Scanning lines i.e.; • Interlaced • Progressive iv. Aspect ratio i.e.; • 4:3 • 14:9 • 16:9 • Cinemascope • Anamorphic • Flat screen • Letter box • Pillar box • Wide screen v. Frame Dimension i.e.; • 1920x1080 • 1440x1080 • 1270x720 • 720x576 • 720x480					

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		i. Identify type of material ii. Select footages from archive iii. Check frame rate iv. Identify frame rate v. Confirm frame rate vi. Check scanning lines vii. Check frame dimension viii. Check aspect ratio ix. Identify aspect ratio x. Confirm aspect ratio	i. Meticulous in classifying editing format and sources ii. Accuracy in determining frame rate and ratio iii. Follow project requirements	42 hours	Project Assignment / Case study / Demonstration	
4. Preview footage	i. Computer software and hardware i.e.; • Application • Codec • Device ii. Type of material i.e.; • Tape			24 Hours	Lecture	• Software and hardware determined according to project requirement.

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria

	• Data (SD / HD)
	• Film
	iii. Required shot i.e.;
	  • Good takes
	  • KIV takes
	iv. Footage format conversion i.e.;
	  • Up conversion
	  • Down conversion
	  • Frame Rate Conversion
	v. Continuity sheet
						• Required shot determined according to project requirement.
						• Footage format converted according to software requirement.
						• Project material determined according to editing format.
						• Project material checklist produced according to project requirement.

		i. Identify software and hardware ii. Identify required shot iii. Confirm required shot iv. Identify footage format conversion v. Identify project material vi. Verify project material vii. Confirm project material	i. Analytical and creative mind ii. Up-to-date in software and hardware iii. Careful in material handling iv. Comply to storage procedure v. Meticulous in reviewing project script	56 Hours	Project Assignment / Case study / Demonstration	

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
5. Produce project workflow	i. Offline editing process ii. Online editing process iii. Project duration iv. Working schedule			24 Hours	Lecture	• Editing requisition organised according to project requirement. • Hardware and software utilisation determined according to project requirement. • Editing slot confirmed according to project requirement. • Availability of hardware and software confirmed according to project requirement. • Availability of man power confirmed according to project requirement. • Working schedule delegated according to project requirement. • Project workflow presented according to project requirement.
		i. Identify editing requisition ii. Identify hardware utilisation iii. Identify software utilisation iv. Identify editing slot v. Check availability of hardware and software vi. Confirm availability of man power vii. Confirm availability of hardware and software viii. Set working schedule	i. Understand editing process and job requisition ii. Follow project requirements iii. Meticulous in time management iv. Up to date software and hardware	56 Hours	Project Assignment	

Employability Skills

Core Abilities	Social Skills / Social Values
01.01 Identify and gather information 01.04 Analyse information 01.11 Apply thinking skills and creativity 02.03 Communicate clearly 02.10 Prepare report and instructions 02.11 Convey information and ideas to people 03.08 Develop and maintain a cooperation within work group 03.09 Manage and improve performance of individuals 03.10 Provide consultation and counselling 03.13 Develop and maintain team harmony and resolve conflicts 03.14 Facilitate and coordinate teams and ideas 04.01 Organise own work activities 04.02 Set and revise own objectives and goals 04.03 Organise and maintain own workplace 04.04 Apply problem solving strategies 04.06 Allocate work 05.01 Implement project / work plans 05.02 Inspect and monitor work done and / or in progress	1. Communication skills 2. Conceptual skills 3. Interpersonal skills 4. Multitasking and prioritizing 5. Self-discipline 6. Teamwork 7. Learning skills 8. Leadership skills

Tools, Equipment and Materials (TEM)

ITEMS	RATIO (TEM : Trainees)
1. Script	1:1
2. Storyboard	1:1
3. Shooting board	1:1
4. Continuity sheet	1:1
5. DIT (Digital Imaging Technician) sheet	1:1
6. Editing schedule	1:1
7. Editing software and hardware	1:5
8. Film library	1:10
9. Recorded materials / footages	1:10

REFERENCES

1. Peter Wells (Sep 24, 2007), Digital Video Editing: A User's Guide.1st Ed. Crowood Press, ISBN: 978-1861269522
2. Sam Kauffmann and Ashley Kennedy (Jul 6, 2012), Avid Editing: A Guide for Beginning and Intermediate Users.4th Ed. Focal Press, ISBN: 978-0240818566
3. Ken Dancyger (Nov 24, 2010), The Technique of Film and Video Editing, Fifth Edition: History, Theory, and Practice. Focal Press, ISBN: 978-0240813974
4. Gael Chandler (Oct 1, 2009), Film Editing: Great Cuts Every Filmmaker and Movie Lover Must Know. 1st Ed.Michael Wiese Productions,ISBN: 978-1932907629
5. Karen Pearlman (Feb 13, 2009), Cutting Rhythms: Shaping the Film Edit.1st Ed,Focal Press,ISBN: 978-0240810140
6. Lori Coleman and Diana Friedberg (Jul 21, 2010), Make the Cut: A Guide to Becoming a Successful Assistant Editor in Film and TV.1st Ed.,Focal Press,ISBN: 978-0240813981
7. John Rosenberg (Nov 29, 2010), The Healthy Edit: Creative Editing Techniques for Perfecting Your Movie.1st Ed.Focal Press., ISBN: 978-0240814469

CURRICULUM of COMPETENCY UNIT (CoCU)

Sub Sector	DIGITAL CREATIVE
Job Area	VIDEO / FILM (EDITING)
Competency Unit Title	VISUAL EDITING PREPARATION
Learning Outcome	This visual editing preparation competency unit is to make arrangement of scenes to respected bins. Upon completion of this competency unit, trainees will be able to :- • Categorise good shots • Segregate footages • Convert footages • Create editing project file • Present digitisation report • Present list of bins

Competency Unit ID	IT-072-3:2012-C02	**Level**	3	**Training Duration**	320 Hours	**Credit Hours**	32

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
1. Review cue sheet / continuity sheet / shooting board	i. Script ii. Continuity sheet iii. Shooting board iv. DIT (Digital Imaging Technician) sheet			30 Hours	Lecture	• Good shots categorised according to continuity sheet • Categorised good shots list presented according to project requirement.
		i. Identify good shots for editing ii. Select good shots / take iii. Segregate good shots / take iv. Confirm good shots / take	i. Creative and analytical mind in reviewing cue sheet	70 Hours	Project Assignment / Case study / Demonstration	

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
2. Convert recorded materials / footage	i. Type of editing format i.e.; • 4K • 2K • HD • SD ii. Software and hardware specification iii. Type of compression footages i.e.; • Low resolution • High resolution • Uncompressed			12 hours	Lecture	• Editing format determined • Footages converted according to editing format • Converted footages presented according to format requirement.
		i. Identify editing format ii. Select editing format iii. Confirm editing format iv. Convert footages to editing format	i. Aware in format of source ii. Meticulous in performing conversion and quality control iii. Aware in determine type of compression footages	28 hours	Project Assignment / Case study / Demonstration	

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria

3. Perform digitising / capturing recorded materials	i. Film scanning
	ii. Transfer process i.e.;
	 • Telecine (TC) process (Film-to-tape transfer)
	   - Soft telecined
	   - Hard telecined
	 • Broadcast equipment (Digital Beta, DV Cam & HD Cam)
	 • Data transfer
	   - Type of Audio Video (AV) file i.e.
	     ::MOV
	     ::AVI
	     ::MXF
	     ::MP4
	iii. Computer software and hardware
	iv. Type of format material i.e.;
	   • Tape i.e.
	     - HD CAM
	     - Beta
	     - DV CAM
	     - etc
				39 hours	Lecture	• Computer software and hardware confirmed based on editing application
						• Editing project file created according to visual format into hard disk
						• Digitisation report presented according to project requirement.

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	• Tapeless i.e. - SDHC Card - P2 Card - SxS Card - Etc v. Type of conversion format i.e.; • Down conversion from 4K to HD (High Definition) • Down conversion from 4K to SD (Standard Definition) vi. Type of aspect ratio format i.e.; • 4:3 • 16:9 • Cinemascope • Anamorphic • Flat screen • Letter box • Wide screen • etc					

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		i. Identify computer software and hardware ii. Create editing project file iii. Identify of format material iv. Identify aspect ratio format v. Compile material to hard disk vi. Select format material vii. Confirm format material viii. Monitor film transfer process ix. Capture footages to hard disk	i. Up-to-date in software and hardware ii. Adhere in transfer process and requirement iii. Comply to safety handling method iv. Responsible in material handling v. Aware format of source vi. Careful in handling broadcast equipment vii. Follow project requirements	91 hours	Project Assignment / Case study / Demonstration	
4. Arrange scenes to respected bins	i. Editing software ii. Scene coordination iii. Bins labelling			15 Hours	Lecture	• Footages segregated to respected bins • List of bins is presented according to project requirement.
		i. Identify scene sequence ii. Select scene to respected bins iii. Arrange data filing	i. Proper segregate shots into bin ii. Up-to-date in editing software	35 Hours	Project Assignment / Case study / Demonstration	

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
			iii. Proper labelling and organizing bins iv. Follow editing requirement			

Employability Skills

Core Abilities	Social Skills / Social Values
01.01 Identify and gather information 01.04 Analyse information 01.11 Apply thinking skills and creativity 02.03 Communicate clearly 02.10 Prepare report and instructions 02.11 Convey information and ideas to people 03.08 Develop and maintain a cooperation within work group 03.09 Manage and improve performance of individuals 03.10 Provide consultation and counselling 03.13 Develop and maintain team harmony and resolve conflicts 03.14 Facilitate and coordinate teams and ideas 04.01 Organise own work activities 04.02 Set and revise own objectives and goals 04.03 Organise and maintain own workplace 04.04 Apply problem solving strategies 04.06 Allocate work 05.01 Implement project / work plans 05.02 Inspect and monitor work done and / or in progress	1. Communication skills 2. Conceptual skills 3. Interpersonal skills 4. Multitasking and prioritizing 5. Self-discipline 6. Teamwork 7. Learning skills 8. Leadership skills

Tools, Equipment and Materials (TEM)

ITEMS	RATIO (TEM : Trainees)
1. Script	1:1
2. Storyboard	1:1
3. Shooting board	1:1
4. Continuity sheet	1:1
5. DIT (Digital Imaging Technician) sheet	1:1
6. Editing schedule	1:1
7. Editing software and hardware	1:3
8. Recorded materials	1:10

REFERENCES

1. Peter Wells (Sep 24, 2007), Digital Video Editing: A User's Guide.1st Ed. Crowood Press, ISBN: 978-1861269522
2. Sam Kauffmann and Ashley Kennedy (Jul 6, 2012), Avid Editing: A Guide for Beginning and Intermediate Users.4th Ed. Focal Press., ISBN: 978-0240818566
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7. John Rosenberg (Nov 29, 2010), The Healthy Edit: Creative Editing Techniques for Perfecting Your Movie.1st Ed.Focal Press., ISBN: 978-0240814469

CURRICULUM of COMPETENCY UNIT (CoCU)

Sub Sector	DIGITAL CREATIVE
Job Area	VIDEO / FILM (EDITING)
Competency Unit Title	OFFLINE VISUAL EDITING
Learning Outcome	This offline visual editing competency unit is to arrange identified best shot onto sequence timeline and carry out repairing where necessary before proceed to final offline. Upon completion of this competency unit, trainees will be able to :- • Select good shots • Apply editing technique • Arrange selected shots • Set offline duration • Allocate AV elements

Competency Unit ID	IT-072-3:2012-C03	Level	3	Training Duration	430 Hours	Credit Hours	43

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria

1. Perform shot selection	i. Editing software
	ii. Bins arrangement
	iii. Good shots
	iv. Footages material i.e.;
	• Tape
	  - HD CAM
	  - Betacam
	  - DV CAM
	  - etc
	• Tapeless
	  - SDHC Card
	  - P2 Card
				27 Hours	Lecture	• Captured footages previewed to segregate good shot into respected bins.
						• Good shots selected according to project requirement.
						• Good shots list is presented according to project requirement.

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	- SxS Card - etc v. Script vi. Continuity sheet vii. Shooting board viii. DIT (Digital Imaging Technician) sheet					
		i. Arrange captured footages ii. Preview footages iii. Identify required shots iv. Identify good shots v. Compile selected shots into bins	i. Creative and analytical mind in selecting shots ii. Properly segregate shots into bin iii. Knowledgeable in footages material iv. Follow project requirement	63 Hours	Project Assignment / Case study / Demonstration	
2. Perform sequence timeline editing	i. Technique of editing i.e.; • Continuity editing • Parallel editing • Overlapping editing • Temporal editing • Elliptical editing • Montage • Spatial editing • Rhythmic editing			45 Hours	Lecture	• Editing technique applied according to project requirement • Selected shots arranged according to scene's sequence • Offline duration set according to project requirement

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	ii. Good shots iii. Script iv. Shooting board v. Editing software i.e.; • Final Cut Pro (FCP) • Avid Media Composer / Symphony • Sony Vegas • Adobe Premiere Pro • Canopus Edius • AutoDesk Smoke					• Sequence timeline presented according to project requirement
		i. Identify editing technique ii. Determine shots sequences iii. Select scene sequences iv. Arrange scene sequences v. Check offline duration	i. Meticulous in reviewing shots ii. Creative and analytical mind iii. Up-to-date in editing software iv. Understand editing process and job requisition v. Skilful using editing software vi. Dedicated in time management	105 Hours	Project Assignment / Case study / Demonstration	

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
3. Perform sequence timeline repairing	i. Technique of editing i.e.; • Continuity editing • Parallel editing • Overlapping editing • Temporal editing • Elliptical editing • Montage • Spatial editing • Rhythmic editing ii. Good shots iii. Script iv. Shooting board v. Editing software i.e.; • Final Cut Pro (FCP) • Avid Media Composer / Symphony • Sony Vegas • Adobe Premiere Pro • Canopus Edius			21 Hours	Lecture	• Sequence timeline previewed to ensure editing sequence meet script and shooting board requirement • Necessary correction applied according to sequence timeline • Corrected sequence timeline presented according to project requirement.

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	• AutoDesk Smoke vi. Timeline trimming • Cutting point • Shot trimming • Duration • Audio trimming					
		i. Identify editing technique ii. Check sequence timeline iii. Identify particular scenes on sequence timeline iv. Modify particular scenes on sequence timeline v. Confirm corrected sequence timeline	i. Meticulous in reviewing shots ii. Creative and analytical mind iii. Up-to-date in editing software iv. Understand editing process and job requisition v. Skilful using editing software vi. Dedicated in time management vii. Meticulous in script reading viii. Follow Superior instruction	49 Hours	Project Assignment / Case study / Demonstration	

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
4. Apply Audio Visual (AV) elements	i. Audio Visual (AV) elements i.e.; • Visual effect • Audio effect / foley • Music background • Subtitle / language • Supers / title ii. Audio Visual (AV) specification i.e.; • Broadcast • Digital Cinema Audio (DCA)			24 Hours	Lecture	• Sequence timeline previewed to ensure AV elements met script and shooting board requirement • AV elements allocated in sequence timeline according to project requirement • Sequence timeline is presented according to project requirement
		i. Check sequence timeline ii. Determine AV elements in sequence timeline iii. Select AV elements iv. Apply AV elements in sequence timeline	i. Creative and analytical mind ii. Up-to-date in editing software iii. Skilful in using editing software iv. Dedicated in time management v. Meticulous in script reading vi. Follow Superior instruction	56 Hours	Project Assignment / Case study / Demonstration	

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
			vii. Comply to audio visual specifications			
5. Produce final offline	i. Offline timeline project ii. Edit-Decision-List (EDL) iii. XML / AAF Import / Export Process iv. Editing software			12 Hours	Lecture	• Edit-Decision-List (EDL) / XML / AAF transferred to perform online editing • Offline project checked according to project requirement
		i. Asses offline project ii. Confirm offline project iii. XML / AAF Import / Export offline project to Edit-Decision-List (EDL)	i. Creative and analytical mind ii. Up-to-date in editing software iii. Skilful using editing software iv. Dedicated in time management v. Meticulous in script reading vi. Familiar with Edit-Decision-List (EDL) vii. Follow director's instruction viii. Thorough check-up final offline sequence	28 Hours	Project Assignment	

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
			ix. Comply with censorship board regulation			

Employability Skills

Core Abilities	Social Skills / Social Values
01.01 Identify and gather information 01.04 Analyse information 01.11 Apply thinking skills and creativity 02.03 Communicate clearly 02.10 Prepare report and instructions 02.11 Convey information and ideas to people 03.08 Develop and maintain a cooperation within work group 03.09 Manage and improve performance of individuals 03.10 Provide consultation and counselling 03.13 Develop and maintain team harmony and resolve conflicts 03.14 Facilitate and coordinate teams and ideas 04.01 Organise own work activities 04.02 Set and revise own objectives and goals 04.03 Organise and maintain own workplace 04.04 Apply problem solving strategies 04.06 Allocate work 05.01 Implement project / work plans 05.02 Inspect and monitor work done and / or in progress	1. Communication skills 2. Conceptual skills 3. Interpersonal skills 4. Multitasking and prioritizing 5. Self-discipline 6. Teamwork 7. Learning skills 8. Leadership skills

Tools, Equipment and Materials (TEM)

ITEMS	RATIO (TEM : Trainees)
1. Script	1:1
2. Storyboard	1:1
3. Shooting board	1:1
4. Continuity sheet	1:1
5. DIT (Digital Imaging Technician) sheet	1:1
6. Editing schedule	1:1
7. Editing software and hardware	1:3

REFERENCES

1. Peter Wells (Sep 24, 2007), Digital Video Editing: A User's Guide.1st Ed. Crowood Press., ISBN: 978-1861269522
2. Sam Kauffmann and Ashley Kennedy (Jul 6, 2012), Avid Editing: A Guide for Beginning and Intermediate Users.4th Ed. Focal Press., ISBN: 978-0240818566
3. Ken Dancyger (Nov 24, 2010), The Technique of Film and Video Editing, Fifth Edition: History, Theory, and Practice. Focal Press., ISBN: 978-0240813974
4. Gael Chandler (Oct 1, 2009), Film Editing: Great Cuts Every Filmmaker and Movie Lover Must Know. 1st Ed.Michael Wiese Productions., ISBN: 978-1932907629
5. Karen Pearlman (Feb 13, 2009), Cutting Rhythms: Shaping the Film Edit.1st Ed,Focal Press., ISBN: 978-0240810140
6. Lori Coleman and Diana Friedberg (Jul 21, 2010), Make the Cut: A Guide to Becoming a Successful Assistant Editor in Film and TV.1st Ed.,Focal Press., ISBN: 978-0240813981
7. John Rosenberg (Nov 29, 2010), The Healthy Edit: Creative Editing Techniques for Perfecting Your Movie.1st Ed.Focal Press., ISBN: 978-0240814469

CURRICULUM of COMPETENCY UNIT (CoCU)

Sub Sector	DIGITAL CREATIVE
Job Area	VIDEO / FILM (EDITING)
Competency Unit Title	AUDIO SWEETENING
Learning Outcome	This audio sweetening competency unit is to get a good sound quality. Upon completion of this competency unit, trainees will be able to :- • Sort clean sound • Determine foley effect • Present foley effect requisition • Correct audio level • Correct music level • Correct sound effects level • Confirm audio sweetening

Competency Unit ID	IT-072-3:2012-C04	**Level**	3	**Training Duration**	290 Hours	**Credit Hours**	29

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
1. Organise clean sound	i. Clean sound i.e.; • Ambience • Dialogue ii. Audio signal i.e.; • Frequency range • Waveform • Parameters iii. Audio editing techniques in editing software			18 Hours	Lecture	• Clean sound reviewed to determine particular adjustment • Clean sound sorted for audio adjustment preparation

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		i. Check clean sound ii. Identify clean sound to be adjusted iii. Execute clean sound compilation	i. Analytical and creative mind ii. Comply to audio specification iii. Properly organise clean sound iv. Good hearing sense v. Meticulous in sound quality	42 Hours	Project Assignment / Case study/ Demonstration	• Identified clean sound list presented according to project requirement.
2. Verify foley effect	i. Category foley effect i.e.; • Feet • Prop • Cloth • etc ii. Foley effect i.e.; • Footstep • Hand props • Knock • Bang • etc			6 Hours	Lecture	• Sequence timeline previewed to determine required foley effect • Foley effect determined according to audio requirement • Foley effect requisition presented according to project requirement
		i. Check foley effect ii. Identify foley elements iii. Confirm foley effect	i. Comply with audio specification ii. Good hearing sense	14 Hours	Project Assignment / Case study/ Demonstration	

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Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		iv. Arrange foley effects submission to Sound Engineer	iii. Similar with foley effect iv. Meticulous in audio inspection v. Meticulous in foley effect quality			
3. Carry out audio levelling	i. Types of audio i.e.; • Voice Over • Dialogue ii. Audio level i.e.; • Balancing • Mixing iii. Audio specification i.e.; • Broadcast • Digital Cinema Audio (DCA) iv. Editing software i.e.; • AVID Pro Tools • Adobe Audition • Adobe Soundbooth • Apple Sound Track Pro • etc			18 Hours	Lecture	• Sequence timeline previewed to determine audio correction • Audio level corrected according to Broadcast /Digital Cinema Audio (DCA) specification • Adjusted audio level presented according to project requirement

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		i. Check audio level ii. Adjust audio level iii. Confirm audio level	i. Comply with audio specification ii. Good hearing sense iii. Meticulous in audio inspection iv. Up-to-date in software and hardware v. Analytical and creative mind vi. Meticulous in audio quality vii. Proper volume level	42 Hours	Project Assignment / Case study/ Demonstration	
4. Carry out music levelling	i. Music level i.e.; • Balancing • Mixing ii. Music i.e.; • Background • Composition iii. Standard audio specification i.e.; • Broadcast • Digital Cinema Audio (DCA) • etc			18 Hours	Lecture	• Sequence timeline previewed to determine music placement • Music level corrected according to creative direction and Broadcast / Digital Cinema Audio (DCA) specification

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	iv. Editing software i.e.; • AVID Pro Tools • Adobe Audition • Adobe Sound Booth • Apple Sound Track Pro • etc					• Adjusted music level presented according to project requirement
		i. Check music level ii. Apply music clip/file iii. Adjust music level	i. Comply with audio specification ii. Good hearing sense iii. Meticulous in audio inspection iv. Up-to-date in software and hardware v. Analytical and creative mind vi. Meticulous in audio quality vii. Proper volume level	42 Hours	Project Assignment / Case study/ Demonstration	

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
5. Carry out sound effect levelling	i. Sound effect level i.e.; • Balancing • Mixing ii. Standard audio specification i.e.; • Broadcast • Digital Cinema Audio (DCA) iii. Editing software i.e.; • AVID Pro Tools • Adobe Audition • Adobe Soundbooth • Apple Sound Track Pro • etc			18 Hours	Lecture	• Sequence timeline previewed to determine required sound effects • Sound effects level corrected according to creative direction and Broadcast / Digital Cinema Audio (DCA) specification • Adjusted sound effect level presented according to project requirement
		i. Inspect sound effects ii. Apply sound effects iii. Adjust sound effects	i. Comply with audio specification ii. Good hearing sense	42 Hours	Project Assignment / Case study/ Demonstration	

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Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
			iii. Meticulous in audio inspection iv. Up-to-date in software and hardware v. Analytical and creative mind vi. Meticulous in sound effect quality vii. Proper volume level			

6. Confirm audio balancing	i. Foley effect i.e.;
	  • Footstep
	  • Hand props
	  • Knock
	  • Bang
	  • etc
	ii. Clean sound i.e.;
	  • Ambience
	  • Dialogue
	iii. Music i.e.;
	  • Background
	  • Composition
	iv. Sound effects
				9 Hours	Lecture	• Sequence timeline previewed to determine adjusted audio elements
						• Audio sweetening confirmed based on project requirement
						• Final audio sweetening presented according to project requirement

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria

	v. Audio specification i.e.;
	    • Broadcast
	    • Digital Cinema Audio (DCA)
	 vi. Editing software i.e.;
	    • AVID Pro Tools
	    • Adobe Audition
	    • Adobe Soundbooth
	    • Apple Sound Track Pro					

		i. Check clean sound ii. Adjust foley effect iii. Adjust audio levelling iv. Adjust music levelling v. Adjust sound effect levelling vi. Finalise audio sweetening vii. Export balanced audio	i. Comply with audio specification ii. Good hearing sense iii. Meticulous in audio inspection iv. Up-to-date in software and hardware v. Analytical and creative mind	21 Hours	Project Assignment / Case study/ Demonstration	

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
			vi. Meticulous in audio quality vii. Accuracy in audio balancing to comply with video programme viii. Meticulous in instrument panning & positioning ix. Accuracy in select type of file format x. Detailing in balancing hi, mid, bass xi. Follow job requisition			

Employability Skills

Core Abilities	Social Skills / Social Values
01.01 Identify and gather information 01.04 Analyse information 01.11 Apply thinking skills and creativity 02.03 Communicate clearly 02.10 Prepare report and instructions 02.11 Convey information and ideas to people 03.08 Develop and maintain a cooperation within work group 03.09 Manage and improve performance of individuals 03.10 Provide consultation and counselling 03.13 Develop and maintain team harmony and resolve conflicts 03.14 Facilitate and coordinate teams and ideas 04.01 Organise own work activities 04.02 Set and revise own objectives and goals 04.03 Organise and maintain own workplace 04.04 Apply problem solving strategies 04.06 Allocate work 05.01 Implement project / work plans 05.02 Inspect and monitor work done and / or in progress	1. Communication skills 2. Conceptual skills 3. Interpersonal skills 4. Multitasking and prioritizing 5. Self-discipline 6. Teamwork 7. Learning skills 8. Leadership skills

Tools, Equipment and Materials (TEM)

ITEMS	RATIO (TEM : Trainees)
1. Editing schedule	1:1
2. Editing software and hardware	1:3
3. Audio materials (background music, foley, sound effect)	1:25

REFERENCES

1. Peter Wells (Sep 24, 2007), Digital Video Editing: A User's Guide.1st Ed. Crowood Press., ISBN: 978-1861269522
2. Sam Kauffmann and Ashley Kennedy (Jul 6, 2012), Avid Editing: A Guide for Beginning and Intermediate Users.4th Ed. Focal Press., ISBN: 978-0240818566
3. Ken Dancyger (Nov 24, 2010), The Technique of Film and Video Editing, Fifth Edition: History, Theory, and Practice. Focal Press., ISBN: 978-0240813974
4. Gael Chandler (Oct 1, 2009), Film Editing: Great Cuts Every Filmmaker and Movie Lover Must Know. 1st Ed.Michael Wiese Productions., ISBN: 978-1932907629
5. Karen Pearlman (Feb 13, 2009), Cutting Rhythms: Shaping the Film Edit.1st Ed,Focal Press., ISBN: 978-0240810140
6. Lori Coleman and Diana Friedberg (Jul 21, 2010), Make the Cut: A Guide to Becoming a Successful Assistant Editor in Film and TV.1st Ed.,Focal Press., ISBN: 978-0240813981
7. John Rosenberg (Nov 29, 2010), The Healthy Edit: Creative Editing Techniques for Perfecting Your Movie.1st Ed.Focal Press., ISBN: 978-0240814469

CURRICULUM of COMPETENCY UNIT (CoCU)

Sub Sector	DIGITAL CREATIVE
Job Area	VIDEO / FILM (EDITING)
Competency Unit Title	ONLINE VISUAL EDITING
Learning Outcome	This online visual editing competency unit is to perform fine trimming, apply motion graphic, montage and visual effects to the editing sequence. Upon completion of this competency unit, trainees will be able to :- • Determine high resolution (hi-res) footages • Confirm sequence timeline and duration • Apply visual elements • Place created title • Adjust colour correction shot • Apply audio levelling and balancing • Perform "double head" • Transfer final editing project • Document editing suite log book

Competency Unit ID	IT-072-3:2012-C05	Level	3	Training Duration	260 Hours	Credit Hours	26

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
1. Import Edit-Decision-List (EDL)	i. Visual resolution i.e.; • Negative cutting for online • Digitising HD tape for online • Reconnect AV clips (Tapeless) ii. Sequence timeline / time code iii. Sequence duration			12 Hours	Lecture	• Software and hardware determined according to project requirement. • Sequence timeline checked according to visual resolution requirement.

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		i. Identify software and hardware ii. Identify file for import iii. Receive Edit-Decision-List (EDL) to timeline sequence iv. Translate Edit-Decision-List (EDL) to timeline sequence v. Verify sequence timeline vi. Re-link footages for high resolution (hi-res) visual vii. Check sequence timeline and duration	i. Up-to-date in editing software ii. Skilful using editing software iii. Dedicated in time management iv. Familiar with Edit-Decision-List (EDL) / XML / AAF procedure v. Follow director's instruction vi. Thorough check-up final offline sequence	28 Hours	Project Assignment / Case study / Demonstration	• High resolution (hi-res) footages determined according to project requirement. • Sequence timeline and duration confirmed according to project requirement. • Imported Edit-Decision-List (EDL) presented according to project requirement.

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
2. Apply visual elements to editing sequences	i. Visual elements i.e.; • Motion graphic • Montage • Visual effects • Transition • Supers / title • Sub-title			12 Hours	Lecture	• Editing sequence confirmed according to project requirement. • Visual elements determined according to project requirement. • Visual elements placed according to creative requirement. • Visual elements applied according to creative requirement. • Editing sequence presented according to project requirement.
		i. Check editing sequence ii. Identify visual elements iii. Apply visual elements iv. Confirm visual elements	i. Meticulous in reviewing shots ii. Creative and analytical mind iii. Up-to-date in editing software iv. Understand job requisition v. Skilful using editing software vi. Dedicated in time management vii. Skilful in determining visual elements	28 Hours	Project Assignment / Case study / Demonstration	

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria

3. Apply titling to editing sequences	i. Editing sequence
	ii. Titling position i.e.;
	  • Safe area
	  • Credit title
	  • Opening sequence
	  • Sub-title
	  • Lower third
				12 Hours	Lecture	• Title position confirmed according to project requirement.
						• Created title placed to editing sequence according to project requirement.
						• Editing sequence presented according to project requirement.

		i. Determine title position ii. Create title iii. Confirm title position iv. Apply title to editing sequence	i. Meticulous in reviewing shots ii. Creative and analytical mind iii. Up-to-date in editing software iv. Understand job requisition v. Skilful using editing software vi. Dedicated in time management vii. Skilful in determining titling position	28 Hours	Project Assignment / Case study / Demonstration	

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
4. Perform colour correction	i. Understanding vectorscope and waveform ii. Visual colour enhancement i.e.; • White balance • Brightness and contrast • Chroma colour • Temperature iii. Colour theme / concept			18 Hours	Lecture	• Editing sequence confirmed based on visual resolution requirement. • Colour correction shot adjusted creatively based on theme and mood of the project. • Editing sequence presented according to project requirement.
		i. Check editing sequence ii. Determine colour correction shot iii. Adjust levelling and balancing of colour iv. Confirm colour correction	i. Meticulous in doing colour matching ii. Meticulous in reviewing shots iii. Creative and analytical mind iv. Up-to-date in editing software v. Understand job requisition vi. Skilful using editing software vii. Dedicated in time management	42 Hours	Project Assignment / Case study / Demonstration	

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Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
			viii. Comply with broadcast / cinema specification			

5. Apply balanced audio to editing sequence	i. Type of audio i.e.;
	• Music
	• Sound effect
	• Foley effect
	• Voice Over
	• Dialogue
	ii. Audio format i.e.;
	• Uncompressed
	  - AIFF
	  - WAV
	  - PCM
	• Lossless compression
	  - Flec
	  - ATRAC
	  - MPEG 4
	  - WMA Lossless
	• Lossy compression
	  - MPEG 3
	  - AAC
	  - WMA Lossy
				15 Hours	Lecture	• Editing sequence reviewed according to project requirement.
						• Type of audio confirmed according to project requirement.
						
						• Audio levelling and balancing applied according to broadcast and film specification.
						• Editing sequence presented according to project requirement.

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		i. Import balanced audio ii. Check editing sequence iii. Determine type of audio iv. Confirm levelling and balancing of audio v. Confirm audio balancing	i. Comply with audio specification ii. Good hearing sense iii. Meticulous in audio inspection iv. Up-to-date in software and hardware v. Analytical and creative mind vi. Meticulous in voice quality vii. Accuracy in audio balancing to comply with visual viii. Accuracy in select type of file format ix. Detailing in balancing hi, mid, bass	35 Hours	Project Assignment / Case study / Demonstration	

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
6. Perform final online submission	i. "Double head" ii. Broadcast equipment i.e.; • Digital Beta • HD Cam iii. Film projector iv. Media player v. Blu-ray vi. Type of final material i.e.; • Tape • Data (SD / HD) • Film vii. Type of supporting material i.e.; • Script • Storyboard • Log book viii. Editing suite log book			9 Hours	Lecture	• "Double head" arranged according to project requirement. • "Double head" performed according to project requirement. • Final editing project transferred to final material • Supporting material checked according to project requirement. • Editing suite log book documented according to project requirement. • Editing suite log book presented according to project requirement.
		i. Determine final material ii. Export editing project to final material iii. Compile supporting material	i. Ensure correct type of final material based on broadcast / cinema requirement ii. Liaise with production superior	21 Hours	Project Assignment / Case study / Demonstration	

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Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		iv. Fill in editing suite log book v. Arrange "double head"	iii. Comply to project requirement iv. Meticulous in checking final material quality v. Follow production schedule vi. Accuracy in select type of file format vii. Ensure log book updated viii. Ensure broadcast specification adhered			

Employability Skills

Core Abilities	Social Skills / Social Values
01.01 Identify and gather information 01.04 Analyse information 01.11 Apply thinking skills and creativity 02.03 Communicate clearly 02.10 Prepare report and instructions 02.11 Convey information and ideas to people 03.08 Develop and maintain a cooperation within work group 03.09 Manage and improve performance of individuals 03.10 Provide consultation and counselling 03.13 Develop and maintain team harmony and resolve conflicts 03.14 Facilitate and coordinate teams and ideas 04.01 Organise own work activities 04.02 Set and revise own objectives and goals 04.03 Organise and maintain own workplace 04.04 Apply problem solving strategies 04.06 Allocate work 05.01 Implement project / work plans 05.02 Inspect and monitor work done and / or in progress	1. Communication skills 2. Conceptual skills 3. Interpersonal skills 4. Multitasking and prioritizing 5. Self-discipline 6. Teamwork 7. Learning skills 8. Leadership skills

Tools, Equipment and Materials (TEM)

ITEMS	RATIO (TEM : Trainees)
1. Script	1:1
2. Storyboard	1:1
3. Shooting board	1:1
4. Continuity sheet	1:1
5. DIT (Digital Imaging Technician) sheet	1:1
6. Editing schedule	1:1
7. Editing software and hardware	1:3

REFERENCES

1. Peter Wells (Sep 24, 2007), Digital Video Editing: A User's Guide.1st Ed. Crowood Press., ISBN: 978-1861269522
2. Sam Kauffmann and Ashley Kennedy (Jul 6, 2012), Avid Editing: A Guide for Beginning and Intermediate Users.4th Ed. Focal Press., ISBN: 978-0240818566
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6. Lori Coleman and Diana Friedberg (Jul 21, 2010), Make the Cut: A Guide to Becoming a Successful Assistant Editor in Film and TV.1st Ed.,Focal Press., ISBN: 978-0240813981
7. John Rosenberg (Nov 29, 2010), The Healthy Edit: Creative Editing Techniques for Perfecting Your Movie.1st Ed.Focal Press., ISBN: 978-0240814469

CURRICULUM of COMPETENCY UNIT (CoCU)

Sub Sector	DIGITAL CREATIVE
Job Area	VIDEO / FILM PRODUCTION (SHOOTING)
Competency Unit Title	SHOOTING COMPOSITION
Learning Outcome	This shooting composition competency unit is to create a good composition result according to Director's requirement. Upon completion of this competency unit, trainees will be able to:- • Determine composition type • Create shooting steps or guideline • Determine props for scene • Supply sufficient lighting • Produce realistic scene made up of props • Create excellent shot • Produce smooth storyline

Competency Unit ID	IT-072-3:2012-E01	Level	3	Training Duration	260 Hours	Credit Hours	26

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
1. Plan required shot	i. Camera shot requirement • close up • wide angle ii. Composition type			20 Hours	Lecture	• Camera shot requirement confirmed • Composition type determined • Shooting steps or guideline created
		i. Determine creativity on camera composition ii. Determine camera angle before shooting	i. Follow shooting board ii. Follow Director's instruction iii. Comply to safety procedure	25 Hours	Demonstration	

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
2. Identify props set	i. Scene requirements ii. Shooting style (props as background / foreground) iii. Props design iv. Props supply			20 Hours	Lecture	• Scene requirements determined • Suitable props for scene determined • Source of props supply determined
		i. Determine suitable props ii. Manipulate props to make up scene iii. Highlight props using camera angle	i. Follow shooting board ii. Follow Director's instruction	30 Hours	Demonstration	
3. Determine light position	i. Type of Lighting • 2K / 4K • Tungsten • HMI ii. Basic concepts of lighting iii. Lighting setup • Key light • Fill Light • Back Light			20 Hours	Lecture	• Lighting requirement determined • Sufficient lighting supplied • Lighting ratio balanced • Realistic scene made up of props produced

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		i. Check lighting requirement ii. Check lighting conditions iii. Propose effective solution when natural lighting condition are causing problems iv. Use methods of facilitating movement between interior and exterior lighting	i. Follow Director's instruction ii. Comply to safety procedure	30 Hours	Demonstration	
4. Execute camera work	i. Camera specification ii. Camera operation instruction iii. Camera and tripod assembly iv. Assembly other camera accessories			25 Hours	Lecture	• Camera and accessories assembled as per manual • Camera properly functioned • Camera angles result in correct eye lines and matched to screen directions • Excellent shot created
		i. Assemble camera with other accessories ii. Check camera functionality	i. Follow product assembly manual ii. Comply to safe safety procedure	40 Hours	Demonstration	

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		iii. Execute panning right or left of camera angle iv. Execute tilting up or down of camera angle v. Apply creativity on camera composition				
5. Identify continuity shot	i. Scene requirements ii. Sufficient pick up shot iii. Shooting board sequence			20 Hours	Lecture	• Relevant pick up shot determined • Smooth storyline produced
		i. Ensure accurate continuity at pick-up points ii. Monitor the continuity of all props, lighting, costume, hair and make up	i. Follow Director's instruction ii. Comply to safety procedure	30 Hours	Demonstration	

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Employability Skills

Core Abilities	Social Skills / Social Values
01.01 Identify and gather information 01.04 Analyse information 01.11 Apply thinking skills and creativity 02.03 Communicate clearly 02.10 Prepare report and instructions 02.11 Convey information and ideas to people 03.08 Develop and maintain a cooperation within work group 03.09 Manage and improve performance of individuals 03.10 Provide consultation and counselling 03.13 Develop and maintain team harmony and resolve conflicts 03.14 Facilitate and coordinate teams and ideas 04.01 Organise own work activities 04.02 Set and revise own objectives and goals 04.03 Organise and maintain own workplace 04.04 Apply problem solving strategies 04.06 Allocate work 05.01 Implement project / work plans 05.02 Inspect and monitor work done and / or in progress	1. Communication skills 2. Conceptual skills 3. Interpersonal skills 4. Multitasking and prioritizing 5. Self-discipline 6. Teamwork 7. Learning skills 8. Leadership skills

Tools, Equipment and Materials (TEM)

ITEMS	RATIO (TEM : Trainees)
1. Check List	1:1
2. Camera	1:10
3. Shooting schedule	1:1
4. Tripod	1:10
5. Accessories	1:10

REFERENCES

1. Kurt Lancaster (2010). DSLR Cinema: Crafting the Film Look with Large Sensor Video Cameras. Focal Press. ISBN: 0240815513
2. Bryan Peterson (2004). Understanding Exposure: How to Shoot Great Photographs with a Film or Digital Camera (Updated Edition) Amphoto Books. ISBN: 0817463003
3. Chris Rutter (2007). Mastering Composition with your Digital SLR. Rotovision. ISBN: 2940378258
4. Steven D. Katz (1991). Film Directing Shot by Shot: Visualizing from Concept to Screen (Michael Wiese Productions). Michael Wiese. ISBN: 0941188108

Summary of Training Duration

NO.	COMPETENCY UNIT TITLE	WORK ACTIVITIES	RELATED KNOWLEDGE	RELATED SKILLS	HOURS	ASSESSMENT (KA & PA)	TOTAL (Hours)
1	Visual Editing Project Analysis	Analyse visual editing project script	18	42	60		400
		Analyse visual editing project concept	36	84	120		
		Classify visual editing format and source	18	42	60		
		Preview footage	24	56	80		
		Produce project workflow	24	56	80		
2	Visual Editing Preparation	Review cue sheet / continuity sheet / shooting board	30	70	100		320
		Convert recorded materials / footage	12	28	40		
		Perform digitising / capturing materials	39	91	130		
		Arrange scenes to respected bins	15	35	50		
3	Offline Visual Editing	Perform shot selection	27	63	90		430
		Perform sequence timeline editing	45	105	150		
		Perform sequence timeline repairing	21	49	70		
		Apply Audio Visual (AV) elements	24	56	80		
		Produce final offline	12	28	40		
4	Audio sweetening	Organise clean sound	18	42	60		290
		Verify foley effect	6	14	20		
		Carry out audio levelling	18	42	60		
		Carry out music levelling	18	42	60		
		Carry out sound effect levelling	18	42	60		

NO.	COMPETENCY UNIT TITLE	WORK ACTIVITIES	RELATED KNOWLEDGE	RELATED SKILLS	HOURS	ASSESSMENT (KA & PA)	TOTAL (Hours)
		Confirm audio balancing	9	21	30		
5	Online Visual Editing	Import Edit-Decision-List (EDL)	12	28	40		260
		Apply visual elements to editing sequences	12	28	40		
		Apply titling to editing sequences	12	28	40		
		Perform colour correction	18	42	60		
		Apply balance audio to editing sequence	15	35	50		
		Perform final online submission	9	21	30		
TOTAL HOURS (CORE Competencies)			510	1190	1700		1700
7	Shooting Composition	Plan required shot	20	25	45		260
		Identify props set	20	30	50		
		Determine light position	20	30	50		
		Execute camera work	25	40	65		
		Identify continuity shot	20	30	50		
TOTAL HOURS (ELECTIVE Competencies)			105	155	260		260
TOTAL HOURS (CORE Competency + Elective Competency)			615	1345	1960		1960