



STANDARD KEMAHIRAN PEKERJAAN KEBANGSAAN  
(NATIONAL OCCUPATIONAL SKILLS STANDARD)

**VIDEO / FILM (EDITING)**

**LEVEL 4**



JABATAN PEMBANGUNAN KEMAHIRAN  
KEMENTERIAN SUMBER MANUSIA, MALAYSIA

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**STANDARD PRACTICE**  
**NATIONAL OCCUPATIONAL SKILLS STANDARD (NOSS) FOR;**  
**VIDEO / FILM (EDITING)**  
**LEVEL 4**

**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 can become 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 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, experience and the production house itself. The level 4 of this NOSS will describe capability in visual editing preparation, visual editing studio administration, Audio Visual (AV) editing enhancement, audio visual final editing evaluation, audio visual archive and storage administration and film shooting. 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 demand for qualified and experienced Level 4 Editor for video or film editing is in demand as it is now and may 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 such as possesses Malaysia Skills Certificate (SKM) Level 3, 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) personnel.

SECTOR													
INFORMATION TECHNOLOGY & COMMUNICATION (ICT)													
SUB - SECTOR													
DIGITAL CREATIVE													
LEVEL	Pre-Production	Production						Post production				Mgmt / Admin	
		Creative			Technical (Camera)	Technical (Lighting)	Technical (Audio)	Visual Effect	Visual Editing	Color Grading			
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	<i>No level</i>	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	<i>No level</i>	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	<i>No level</i>												

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

<b>SECTOR</b>	<b>INFORMATION TECHNOLOGY &amp; COMMUNICATION (ICT)</b>
<b>SUB SECTOR</b>	<b>DIGITAL CREATIVE (VIDEO / FILM)</b>
<b>LEVEL</b>	<b>POST - PRODUCTION (VISUAL EDITING)</b>
L5	VIDEO / FILM (EDITING)
L4	VIDEO / FILM (EDITING)
L3	VIDEO / FILM (EDITING)
L2	<i>No Level</i>
L1	<i>No Level</i>

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 Diploma (DKM) Level 4.

#### **5. JOB COMPETENCIES**

A Video / Film (Editing) Personnel (Level 4) is competent in performing:

- Visual Editing Preparation
- Visual Editing Studio Administration
- Audio Visual (AV) Editing Enhancement
- Audio Visual (AV) Final Editing Evaluation
- Audio Visual (AV) Archive and Storage Administration
- Film Shooting

#### **6. WORKING CONDITIONS**

Video or film Editor usually working in dimly light and air-conditioned editing suites in TV stations, 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, the video or film editor will manipulate the plot, music scores, sounds and graphics. Video or film editors must have highly skills computer knowledge to work in this industry and must ensure the editing equipments are in good condition at all time. They are responsible to ensure adequate resources (i.e. tapes, data, DVD, etc) and manpower are available at all time.



In order to avoid misunderstanding about the concept that required by the Directors, Editors are advisable to visit the shooting location while it is in progress. Video or film Editors 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. 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. This is recognised globally as a huge growth area and there is a need for properly trained personnel at all levels. Having a suitably skilled workforce will position Malaysia as a centre of 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 locally or internationally. The 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 for video or film editor. 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, Multimedia through ICT will be an important enabler for Malaysia to position itself at the international level. Employment growth in the ICT industry is significant and is in current demand. 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**

### **Local Sources**

- **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](mailto: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](mailto: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](mailto: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](mailto: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**

Blok 4803, Suite 0-10,

Bangunan CDB Perdana, Persiaran Flora,

63000 Cyberjaya, Selangor Darul Ehsan.

Telephone : 03-8321 4700

Fax : 03-8321 4888

Website : <http://www.dsd.gov.my>

- **EN. SYED MUSTAZA AL-JAFREE BIN SYED MUSTAFA AL-JAFREE**

Director / Editor

Green Beam Arts Production Sendirian Berhad,

No. 0620, Blok C, Springville Apartment,

Taman UK Perdana, 68000 Ampang,

Selangor Darul Ehsan, MALAYSIA.

Mobile : 017-2009664

Email : [taza.aljafree@gmail.com](mailto:taza.aljafree@gmail.com)

- **EN. FAIZUL BIN MOHD. NOH**

Lecturer, UNISEL,

Jalan Zirkon A7/A,

Syeksyen 7, 40000 Shah Alam,

Selangor Darul Ehsan, MALAYSIA.

Mobile : 013-3653795

Email : [faizulmohdnoh@gmail.com](mailto:faizulmohdnoh@gmail.com)

- **EN. MOHD AZHAR BIN ISMAIL**

Director / Editor

ART XPRESS

No. 26 Jalan Dagang 18,

Taman Dagang Jaya,

68000 Ampang, Selangor Darul Ehsan, MALAYSIA

Mobile : 016-2376324

Email : [bobazhar@gmail.com](mailto:bobazhar@gmail.com)

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

**VIDEO / FILM (EDITING)**

**LEVEL 4**

<b>EXPERT PANEL</b>		
1.	Jamaludin Bin Bakar	Senior Editor Finas
2.	Wan Muzamil Bin Wan Ibrahim	Editor / Color Grading Finas
3.	Mohd Asrol Sani Bin Othman	Video Editor / Motion Graphic Homework Studio
4.	Mohd Hafiz Bin Kamaruzaman	Film And Video Editor / Lecturer Aswara
5.	Dzul Karnain Bin Abdullah	Lecturer Aswara
6.	Shamsaimun Bin Ezil	Production Manager / Editor Z N G Production
7.	Ahmad Shah Izan bin Mohamed Yatim	Editor Alphaflex Sdn Bhd
8.	Rasidan Muhamad Ramly	Editor DFX Studio Sdn Bhd
9.	Zailan Bin Mohd Noor	Creative Director Explosive Magic Sdn Bhd
<b>FACILITATOR</b>		
1.	Nablan bin Yusoff	Principal Consultant / Master Trainer 3R Evolusi Sdn Bhd
<b>CO-FACILITATOR</b>		
1.	Salina Binti Roslan	Senior Consultant 3R Evolusi Sdn Bhd

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

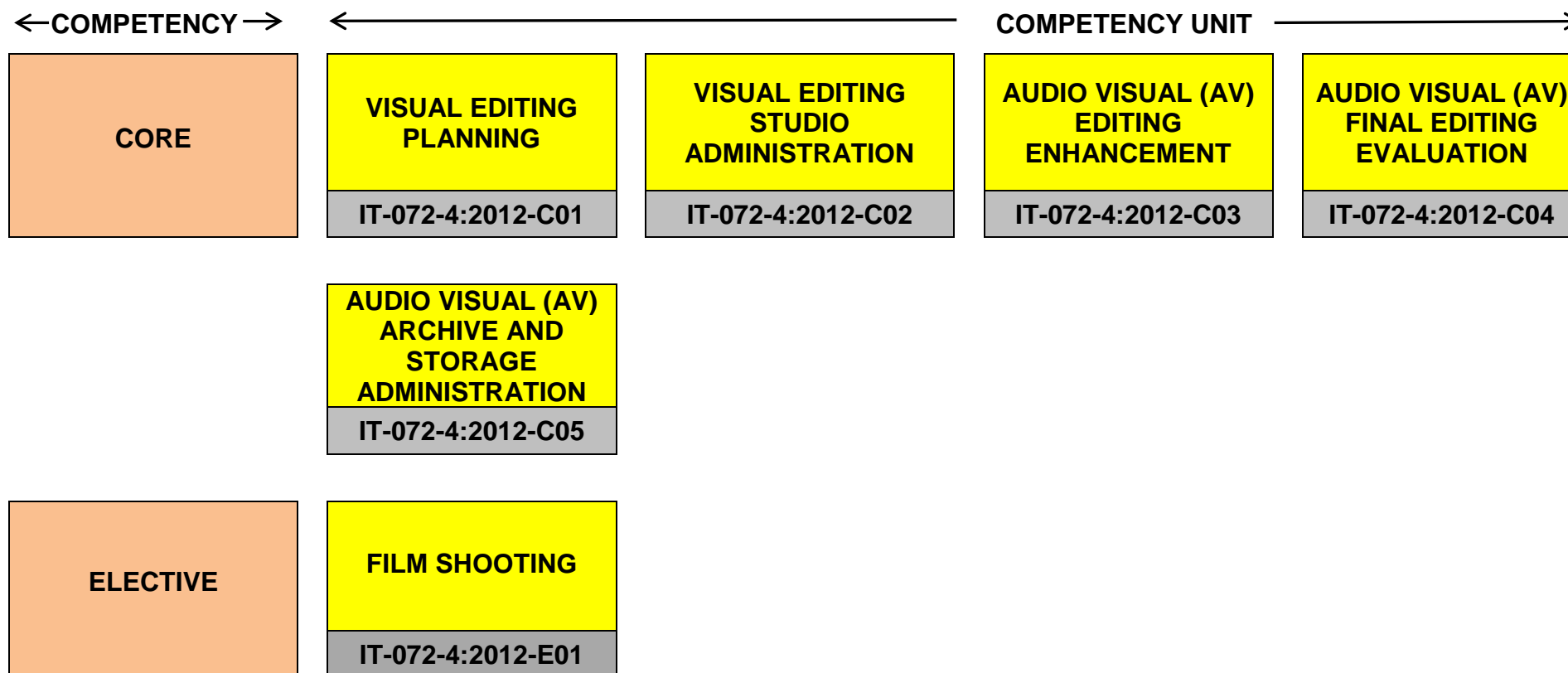
**VIDEO / FILM (EDITING)**

**LEVEL 4**

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<b>CO-FACILITATOR</b>		
1.	Salina Binti Roslan	Senior Consultant 3R Evolusi Sdn Bhd

### COMPETENCY PROFILE CHART (CPC)

<b>SECTOR</b>	<b>INFORMATION TECHNOLOGY &amp; COMMUNICATION (ICT)</b>		
<b>SUB SECTOR</b>	<b>DIGITAL CREATIVE</b>		
<b>JOB AREA</b>	<b>VIDEO / FILM (EDITING)</b>		
<b>JOB LEVEL</b>	<b>FOUR (4)</b>	<b>JOB AREA CODE</b>	<b>IT-072-4:2012</b>





## COMPETENCY PROFILE (CP)

<b>SUB SECTOR</b>	<b>DIGITAL CREATIVE</b>
<b>JOB AREA</b>	<b>VIDEO / FILM (EDITING)</b>
<b>LEVEL</b>	<b>FOUR (4)</b>

<b>CU Title</b>	<b>CU Code</b>	<b>CU Descriptor</b>	<b>CU Work Activities</b>	<b>Performance Criteria</b>
<b>1. VISUAL EDITING PLANNING</b>	<b>IT-072-4:2012-C01</b>	Visual editing planning is essential in making an effective video requires creativity and dedication. Even a simple project will go through each of these main stages and many of the steps within each stage. Planning is the first stage of making any video, and well over half the total time will need to be dedicated to editing and to distribution. It is involved the process to identify which equipment, locations, interviewees, facts and figures, images, graphs, archive footage etc. are required.	1. Compile visual editing sources	1.1 Project materials obtained according to project requirement. 1.2 Material segregation properly arranged according to project requirement. 1.3 Materials digitisation (ingest) arranged according to project requirement. 1.4 Sources compilation finalised according to project requirement.

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
		<p>He or she is involved in visual editing process starting with sorting and segregating footages before editing take place.</p> <p>The person who is competent in this competency shall be able to compile source, identify program category, identify visual elements, identify audio elements and prepare working timeframe.</p> <p>The outcome of this competency is to ensure that visual editing planning is confirmed according to project requirement, provide a decision list and finally determine working timeframe according to deadline given.</p>	<p>2. Identify program category</p> <p>3. Identify visual elements</p>	<p>2.1 Script reviewed according to project requirement.</p> <p>2.2 Program category determined according to project requirement.</p> <p>3.1 Storyboard previewed according to project requirement.</p> <p>3.2 Visual elements determined according to project requirement;</p> <p>3.3 Visual elements execution organised according to project requirement.</p>

<b>CU Title</b>	<b>CU Code</b>	<b>CU Descriptor</b>	<b>CU Work Activities</b>	<b>Performance Criteria</b>
			<p>4. Identify audio elements</p> <p>5. Prepare working timeframe</p>	<p>4.1 Script previewed according to project requirement.</p> <p>4.2 Audio elements determined according to project requirement;</p> <p>4.3 Audio elements execution organised according to project requirement.</p> <p>5.1 Script reviewed according to project requirement.</p> <p>5.2 Storyboard reviewed according to project requirement.</p> <p>5.3 Required AV elements execution identified according to project requirement.</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
				5.4 Working timeframe planned according to project schedule.
<b>2. VISUAL EDITING STUDIO ADMINISTRATION</b>	<b>IT-072-4:2012-C02</b>	<p>Visual editing studio administration is a process to ensure the availability of equipment, facilities, editing software, hardware, working schedule, manpower distribution in good order. It also to ensure the Editor can perform their duty to produce the best quality of editing results.</p> <p>He or she is responsible to identify the software that will be used and determine editing suite to fulfil project requirement.</p>	<p>1. Identify software utilisation</p> <p>2. Identify editing suite</p>	<p>1.1 Script reviewed according to project requirement.</p> <p>1.2 Storyboard reviewed according to project requirement.</p> <p>1.3 Types of software determined according to project requirement.</p> <p>2.1 Types of equipment determined according to project requirement.</p> <p>2.2 Availability of editing suite checked according to project requirement.</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
		<p>The personnel who are competent this competency shall be able to identify software utilisation, identify editing suite, delegate workload, organise studio schedule and prepare studio administration report.</p> <p>The outcome of this competency is to ensure studio equipment prepared according to project requirement.</p>	<p>3. Delegate work load</p>	<p>2.3 Functionality of Software checked according to project requirement.</p> <p>2.4 Condition of Hardware checked according to project requirement.</p> <p>2.5 Editing slots checked according to studio requirement.</p> <p>3.1 Availability of editor checked according to project requirement.</p> <p>3.2 Ability of editor determined according to project requirement.</p> <p>3.3 Number of Editors utilisation confirmed according to project requirement.</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
			<p>4. Organise studio schedule</p> <p>5. Prepare studio administration report</p>	<p>4.1 Project timeframe reviewed according to project deadline.</p> <p>4.2 Editing suite booked according to working timeframe.</p> <p>4.3 Editor booked base on availability.</p> <p>5.1 Studio log book reviewed according to project requirement.</p> <p>5.2 Work-in-progress verified according to working timeframe.</p> <p>5.3 Work-in-progress recorded according to project requirement.</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
<b>3. AUDIO VISUAL (AV) EDITING ENHANCEMENT</b>	<b>IT-072-4:2012-C03</b>	<p>Audio Visual (AV) editing enhancement is a process of improvement and advancement by using computer software sophisticated features to makes Audio Visual (AV) editing more agreeable.</p> <p>He or she is responsible to make improvements on the visual editing clips including sharpening blurry clip, improve contrast, brightness adjustment (without blowing out light areas), and clean noisy video.</p> <p>The person who is competent in this competency unit will be able to analyse editing requirement, analyse visual elements implementation, analyse audio</p>	<p>1. Analyse editing requirement</p> <p>2. Analyse visual elements implementation</p>	<p>1.1 AV elements determined according to program category.</p> <p>1.2 Equipment availability determined according to project requirement.</p> <p>1.3 Availability of Editor determined according to project requirement.</p> <p>1.4 Editing timeframe confirmed according to project requirement.</p> <p>2.1 Types of visual element determined according to program format.</p> <p>2.2 Visual elements implementation checked according to editing sequence.</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
		<p>elements implementation, validate AV editing process and prepare final AV editing for superior approval.</p> <p>The outcome of this competency is to ensure editing enhancement is arranged according to project requirement.</p>	<p>3. Analyse audio elements implementation</p> <p>4. Validate AV editing process</p>	<p>2.3 Allocated visual elements verified according to editing sequence.</p> <p>3.1 Types of audio element determined according to program format</p> <p>3.2 Audio elements implementation checked according to editing sequence.</p> <p>3.3 Allocated audio elements verified according to editing sequence.</p> <p>4.1 Offline editing checked according to editing sequence.</p>



CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
				<p>4.2 Offline editing verified according to editing sequence.</p> <p>4.3 Audio sweetening checked according to editing sequence</p> <p>4.4 Audio sweetening verified according to editing sequence.</p> <p>4.5 Online editing checked according to editing sequence.</p> <p>4.6 Online editing verified according to editing sequence.</p> <p>4.7 Amended version previewed according to editing sequence.</p> <p>4.8 Amended version verified according to editing sequence.</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
			5. Prepare final AV editing for superior approval	4.9 Amended version confirmed according to editing sequence.  5.1 Final sequence previewed according to project requirement. 5.2 Final sequence verified according to project requirement. 5.3 Format specification verified according to project requirement. 5.4 Material transferred verified according to project requirement.

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
<b>4. AUDIO VISUAL (AV) FINAL EDITING EVALUATION</b>	<b>IT-072-4:2012-C04</b>	<p>Audio Visual (AV) final editing evaluation is a process of identifying incorrect use of words, sounds and others related editing element during the process of editing. It also intended to identify Final editing process is well done to improve the quality and produce the best video or film.</p> <p>He or she is the person who is involved in covering the editing process starting with preview final editing, verify storyline, verify visual elements, audio elements and colour correction based on project requirement.</p> <p>The person who is competent in this competency unit shall be able to prepare a report for</p>	<ol style="list-style-type: none"> <li>1. Preview final editing</li>   <li>2. Verify storyline</li>   <li>3. Verify visual elements</li> </ol>	<ol style="list-style-type: none"> <li>1.1 Preview session arranged according to studio requirement.</li> <li>1.2 Final version editing previewed according to project requirement.</li>   <li>2.1 Editing sequence reviewed according to script and storyboard.</li> <li>2.2 Storyline checked according to script and storyboard.</li> <li>2.3 Storyline assessed according to script and storyboard.</li>   <li>3.1 Editing sequence reviewed according to script and storyboard.</li> </ol>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
		<p>submission to their superior, based on the final material evaluation.</p> <p>The outcome of this competency is to ensure that Audio Visual (AV) final editing have been evaluated in accordance with project requirement.</p>	<p>4. Verify audio elements</p> <p>5. Verify colour correction</p>	<p>3.2 Visual elements checked according to script and storyboard.</p> <p>3.3 Visual elements assessed according to script and storyboard.</p> <p>4.1 Editing sequence reviewed according to script and storyboard.</p> <p>4.2 Audio checked according to script and storyboard.</p> <p>4.3 Audio assessed according to script and storyboard.</p> <p>5.1 Colour correction reviewed according to storyboard.</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
			6. Prepare verification report	5.2 Colour correction checked according to storyboard. 5.3 Colour correction assessed according to storyboard. 6.1 Final editing confirmed according to script and storyboard. 6.2 Final materials determined according to project specification. 6.3 AV final editing assessment recorded according to project requirement.

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
<p><b>5. AUDIO VISUAL (AV) ARCHIVE AND STORAGE ADMINISTRATION</b></p>	<p><b>IT-072-4:2012-C05</b></p>	<p>Audio Visual (AV) archive and storage administration is a process of data storage that may not be actively used but possible future use or for record-keeping purposes. Archive and storage is often using the same system as backup storage and it can be retrieved using a restore process.</p> <p>He or she is responsible to coordinate an Audio Visual (AV) archive and storage process for every completed project.</p> <p>The person who is competent in this competency unit shall be able to record footage documentation, organise type of storage and organise digital catalogue.</p>	<p>1. Carry out footage compilation</p> <p>2. Record footage documentation</p> <p>3. Organise type of storage</p>	<p>1.1 Footages obtained according to project requirement.</p> <p>1.2 Footages checked according to project requirement.</p> <p>1.3 Footages segregation organised according to project requirement.</p> <p>2.1 Media manager determined according to project requirement.</p> <p>2.2 Footages labelling arranged according to project requirement.</p> <p>3.1 Output format determined according to project requirement.</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
		<p>The outcome of this competency is to ensure Audio Visual (AV) archive and storage is organised in accordance with project requirement.</p>	<p>4. Organise digital catalogue</p>	<p>3.2 Types of storage determined according to project requirement.</p> <p>3.3 Storage material arranged according to project requirement.</p> <p>4.1 Storage materials documented according to project requirement.</p> <p>4.2 Table of contents recorded according to project requirement.</p> <p>4.3 Digital catalogue arranged according to program category.</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
6. FILM SHOOTING	IT-072-4:2012-E01	<p>Film shooting is a series of frames, that runs for an uninterrupted period of time and can be of any duration. Film shooting production, defined as the continuous footage between two edits that include frames, shots, clips, scenes, and sequences. Film shooting is a vital part of a movie where angles, transitions and cuts are used to further excel emotion, ideas and movement.</p> <p>He or she must know any related shooting tools and methods in making a film interesting and facilitate the work of editing.</p>	<ol style="list-style-type: none"> <li>1. Identify film shooting production requirement</li> <li>2. Identify location and logistic</li> <li>3. Setup film shooting equipment on location</li> <li>4. Perform film shooting</li> </ol>	<ol style="list-style-type: none"> <li>1.1 Script and shooting board determined.</li> <li>1.2 Film format / concept and shooting equipment determined.</li> <li>2.1 Location and logistic determined according to requirements.</li> <li>3.1 Film equipment set up.</li> <li>3.2 Equipment function tested.</li> <li>4.1 Film recorded as per director requirement.</li> <li>4.2 Cinematography applied.</li> </ol>



CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
		<p>The person who is competent in this competency unit shall be able to identify film shooting production requirement, identify location and logistic, setup film shooting equipment on location and perform film shooting</p> <p>The outcome of this competency is to produce a good shooting quality.</p>		

**CURRICULUM of COMPETENCY UNIT (CoCU)**

<b>Sub Sector</b>	<b>DIGITAL CREATIVE</b>						
<b>Job Area</b>	<b>VIDEO / FILM (EDITING)</b>						
<b>Competency Unit Title</b>	<b>VISUAL EDITING PLANNING</b>						
<b>Learning Outcome</b>	<p>This visual editing planning competency unit is to identify categories of programs, audio visual elements required and determine working time frame according to deadline given. Upon completion this competency unit, trainees will be able to :-</p> <ul style="list-style-type: none"> <li>• Determine project materials</li> <li>• Transfer materials to hard disk</li> <li>• Organise footages</li> <li>• Confirm editing software utilisation</li> <li>• Select visual elements</li> <li>• Select audio elements</li> <li>• Confirm Editors and studio slot</li> <li>• Confirm working timeframe</li> </ul>						
<b>Competency Unit ID</b>	IT-072-4:2012-C01	<b>Level</b>	4	<b>Training Duration</b>	272 Hours	<b>Credit Hours</b>	27

<b>Work Activities</b>	<b>Related Knowledge</b>	<b>Related Skills</b>	<b>Attitude / Safety / Environmental</b>	<b>Training Hours</b>	<b>Delivery Mode</b>	<b>Assessment Criteria</b>
1. Compile visual editing sources	i. Type of project materials i.e.; <ul style="list-style-type: none"> <li>• Tape</li> <li>• HD (Data)</li> <li>• Film</li> <li>• Stills / graphic</li> <li>• Footages from archive</li> <li>• etc</li> </ul>			32 hours	Lecture	<ul style="list-style-type: none"> <li>• Project material determined according to project requirement.</li> <li>• Materials transferred to hard disk according to editing requirement.</li> </ul>

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	ii. Editing software i.e.; <ul style="list-style-type: none"> <li>• Final Cut Pro (FCP)</li> <li>• AVID</li> <li>• Sony Vegas</li> <li>• Adobe Premier Pro</li> <li>• Canopus Edius</li> <li>• etc</li> </ul> iii. Visual editing sources / footages					<ul style="list-style-type: none"> <li>• Footages organised according to editing requirement.</li> <li>• Organised footages labelled according to editing requirement.</li> </ul>
		i. Identify project material ii. Digitise / ingest materials iii. Confirm footages compilation	i. Creative and analytical mind in selecting shots ii. Proper segregate shots into bin iii. Knowledgeable in footages material iv. Follow project requirement	32 hours	Project Assignment / Case study / Demonstration	
2. Identify program category	i. Type of supporting material i.e.; <ul style="list-style-type: none"> <li>• Script</li> <li>• Storyboard</li> <li>• Shooting board</li> <li>• etc</li> </ul>			24 hours	Lecture	<ul style="list-style-type: none"> <li>• Supporting material assessed according to project requirement.</li> <li>• Storyline verified according to project requirement.</li> </ul>

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	ii. Program category i.e.; <ul style="list-style-type: none"> <li>• Movie</li> <li>• Drama</li> <li>• Documentary</li> <li>• Animation</li> <li>• TV commercial</li> <li>• Corporate video</li> <li>• etc</li> </ul>					<ul style="list-style-type: none"> <li>• Program category verified according to project requirement.</li> </ul>
		i. Interpret supporting material ii. Determine storyline iii. Confirm program category	i. Analytical and creative mind ii. Meticulous in reviewing project script iii. Understand job requisition	40 hours	Project Assignment / Case study / Demonstration	
3. Identify visual elements	i. Editing software i.e.; <ul style="list-style-type: none"> <li>• Final Cut Pro (FCP)</li> <li>• AVID</li> <li>• Sony Vegas</li> <li>• Adobe Premier Pro</li> <li>• Canopus Edius</li> <li>• etc</li> </ul>			16 Hours	Lecture	<ul style="list-style-type: none"> <li>• Visual elements confirmed according to creative direction.</li> <li>• Editing software utilisation confirmed based on project requirement.</li> <li>• Placement of visual elements finalised according to creative direction.</li> </ul>

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	ii. Particular software i.e.; <ul style="list-style-type: none"> <li>• After effects</li> <li>• Photoshop</li> <li>• Apple motion</li> <li>• etc</li> </ul> iii. Type of visual elements i.e.; <ul style="list-style-type: none"> <li>• Visual effects</li> <li>• Motion graphic</li> <li>• Subtitle / language</li> <li>• Supers / title</li> <li>• etc</li> </ul> iv. Type of supporting material i.e.; <ul style="list-style-type: none"> <li>• Script</li> <li>• Storyboard</li> <li>• Shooting board</li> <li>• etc</li> </ul> v. Program category i.e.; <ul style="list-style-type: none"> <li>• Movie</li> <li>• Drama</li> <li>• Documentary</li> <li>• Animation</li> <li>• TV commercial</li> </ul>					<ul style="list-style-type: none"> <li>• Selected visual elements marked on the project script according to editing procedure.</li> </ul>

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	<ul style="list-style-type: none"> <li>• Corporate video</li> <li>• etc</li> </ul>					
		i. Determine visual elements ii. Determine software utilisation iii. Determine program category	i. Analytical and creative mind ii. Meticulous in reviewing project script iii. Understand job requisition iv. Up-to-date in editing software knowledge	24 hours	Project Assignment / Case study / Demonstration	
4. Identify audio elements	i. Type of supporting material i.e.; <ul style="list-style-type: none"> <li>• Script</li> <li>• Storyboard</li> <li>• Shooting board</li> <li>• etc</li> </ul> ii. Type of audio elements i.e.; <ul style="list-style-type: none"> <li>• Audio effect / foley</li> <li>• Music</li> <li>• Sound design</li> <li>• etc</li> </ul>			16 Hours	Lecture	<ul style="list-style-type: none"> <li>• Audio elements confirmed according to creative direction.</li> <li>• Audio elements requested according to audio requirement.</li> <li>• Placement of audio elements finalised according to creative direction.</li> </ul>

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		i. Determine supporting material ii. Determine audio elements iii. Organise audio elements	i. Analytical and creative mind ii. Meticulous in reviewing project script iii. Understand job requisition iv. Up-to-date in editing software knowledge.	16 Hours	Project Assignment / Case study / Demonstration	<ul style="list-style-type: none"> <li>Selected audio elements marked on the project script according to editing procedure.</li> </ul>
5. Prepare working timeframe	i. Project duration ii. Type of supporting material i.e.; <ul style="list-style-type: none"> <li>Script</li> <li>Storyboard</li> <li>Shooting board</li> <li>etc</li> </ul> iii. Audio visual elements i.e.; <ul style="list-style-type: none"> <li>Visual effect</li> <li>Audio effect / foley</li> <li>Music background</li> <li>Subtitle / language</li> <li>Supers / title</li> <li>etc</li> </ul>			24 Hours	Lecture	<ul style="list-style-type: none"> <li>Audio visual element determined according to project requirement.</li> <li>Editing technique determined according to project requirement.</li> <li>Project deadline verified according to project requirement.</li> <li>Editors and studio editing slot confirmed according to project requirement.</li> <li>Working timeframe finalised according to project requirement.</li> </ul>

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	iv. Editing software i.e.; <ul style="list-style-type: none"> <li>• Final Cut Pro (FCP)</li> <li>• AVID</li> <li>• Sony Vegas</li> <li>• Adobe Premier Pro</li> <li>• Canopus Edius</li> <li>• etc</li> </ul> v. Particular software i.e.; <ul style="list-style-type: none"> <li>• After effects</li> <li>• Photoshop</li> <li>• Apple motion</li> <li>• etc</li> </ul> vi. Manpower i.e.; <ul style="list-style-type: none"> <li>• Quantity of editor</li> <li>• Skills of editor</li> <li>• etc</li> </ul> vii. Studio editing slot	i. Identify audio visual element ii. Identify editing technique iii. Confirm project deadline iv. Check studio editing slot	i. Analytical and creative mind ii. Meticulous in reviewing project script iii. Understand job requisition	48 Hours	Project Assignment / Case study / Demonstration	<ul style="list-style-type: none"> <li>• Working timeframe presented according to project requirement.</li> </ul>



Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		v. Identify Editor's availability vi. Plan working timeframe	iv. Resourceful in selecting editor v. Resourceful in booking studio for editing vi. Skilful in planning working timeframe vii. Resourceful in selecting editing software			

### Employability Skills

Core Abilities	Social Skills / Social Values
04.08 Develop and negotiate staffing plans 04.09 Prepare project / work plans 04.10 Utilize science and technology to achieve goals 05.03 Allocate and record usage of financial and physical resources 05.04 Delegate responsibilities and / or authority 05.05 Coordinate contract and tender activities 06.08 Identify and analyse effect of technology on the environment	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. Gael Chandler (Oct 1, 2009), Film Editing: Great Cuts Every Filmmaker and Movie Lover Must Know, 1st Ed. Michael Wiese Productions., ISBN: 978-1932907629
2. Karen Pearlman (Feb 13, 2009), Cutting Rhythms: Shaping the Film Edit, 1st Ed, Focal Press., ISBN: 978-0240810140
3. Sam Kauffmann (Feb 16, 2009), Avid Editing, Fourth Edition: A Guide for Beginning and Intermediate Users, 4th Ed. Focal Press, ISBN: 978-0240810805
4. 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
5. Peter Wells (Sep 24, 2007), Digital Video Editing: A User's Guide, 1st Ed. Crowood Press., ISBN: 978-1861269522
6. John Rosenberg (Nov 29, 2010), The Healthy Edit: Creative Editing Techniques for Perfecting Your Movie, 1st Ed. Focal Press., ISBN: 978-0240814469
7. Ken Dancyger (Nov 24, 2010), The Technique of Film and Video Editing, Fifth Edition: History, Theory, and Practice, ISBN: 978-0240813974

### CURRICULUM of COMPETENCY UNIT (CoCU)

<b>Sub Sector</b>	<b>DIGITAL CREATIVE</b>						
<b>Job Area</b>	<b>VIDEO / FILM (EDITING)</b>						
<b>Competency Unit Title</b>	<b>VISUAL EDITING STUDIO ADMINISTRATION</b>						
<b>Learning Outcome</b>	<p>This visual editing studio administration competency unit is to determine the distribution depends on the scope of work involved; booking editing suite based on vacancy and prepare editing studio administration report. Upon completion this competency unit, trainees will be able to :-</p> <ul style="list-style-type: none"> <li>• Confirm types of editing software</li> <li>• Confirm editing slots</li> <li>• Confirm ability and availability of Editor</li> <li>• Determine Audio Visual (AV) elements</li> <li>• Present work load delegation report</li> <li>• Determine editing suite</li> <li>• Present editing suite schedule</li> </ul>						
<b>Competency Unit ID</b>	IT-072-4:2012-C02	<b>Level</b>	4	<b>Training Duration</b>	272 Hours	<b>Credit Hours</b>	27

<b>Work Activities</b>	<b>Related Knowledge</b>	<b>Related Skills</b>	<b>Attitude / Safety / Environmental</b>	<b>Training Hours</b>	<b>Delivery Mode</b>	<b>Assessment Criteria</b>
1. Identify software utilisation	i. Type of supporting material i.e.; <ul style="list-style-type: none"> <li>• Script</li> <li>• Storyboard</li> <li>• etc</li> </ul> ii. Editing software i.e.; <ul style="list-style-type: none"> <li>• Final Cut Pro (FCP)</li> <li>• AVID</li> <li>• Sony Vegas</li> </ul>			16 Hours	Lecture	<ul style="list-style-type: none"> <li>• Shooting board / storyboard assessed according to project requirement.</li> <li>• Type of editing software confirmed according to project requirement.</li> </ul>

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	<ul style="list-style-type: none"> <li>• Adobe Premier Pro</li> <li>• Canopus Edius</li> <li>• etc</li> </ul> iii. Particular software i.e.; <ul style="list-style-type: none"> <li>• After effects</li> <li>• Adobe Photoshop</li> <li>• Apple motion</li> <li>• etc</li> </ul>					<ul style="list-style-type: none"> <li>• Type of editing software noted on the job requisition according to project requirement.</li> </ul>
		i. Interpret shooting board / storyboard ii. Determine types of editing software	i. Meticulous in reviewing project script ii. Understand job requisition iii. Up-to-date in editing software knowledge.	24 Hours	Project Assignment / Case study / Demonstration	
2. Identify editing suite	i. Type of supporting material i.e.; <ul style="list-style-type: none"> <li>• Script</li> <li>• Storyboard</li> <li>• etc</li> </ul> ii. Editing software i.e.; <ul style="list-style-type: none"> <li>• Final Cut Pro (FCP)</li> </ul>			16 Hours	Lecture	<ul style="list-style-type: none"> <li>• Types and functionality of editing software checked according to project requirement.</li> </ul>

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	<ul style="list-style-type: none"> <li>• AVID</li> <li>• Sony Vegas</li> <li>• Adobe Premier Pro</li> <li>• Canopus Edius</li> <li>• etc</li> </ul> iii. Particular software i.e.; <ul style="list-style-type: none"> <li>• After effects</li> <li>• Photoshop</li> <li>• Apple motion</li> <li>• etc</li> </ul> iv. Manpower i.e.; <ul style="list-style-type: none"> <li>• Quantity of editor</li> <li>• Skills of editor</li> <li>• etc</li> </ul> v. Studio editing slot vi. Type of equipment i.e.; <ul style="list-style-type: none"> <li>• Broadcast monitor</li> <li>• Recording deck</li> <li>• Broadcast Quality Control system</li> </ul>					<ul style="list-style-type: none"> <li>• Availability and condition of editing suite checked according to project requirement.</li> <li>• Editing slots confirmed based on availability.</li> <li>• Editing suite booking recorded in the editing log book.</li> </ul>

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		i. Determine types and functionality of editing software ii. Determine availability and condition of editing suite iii. Determine editing slots iv. Determine type of equipment	i. Meticulous in reviewing project script ii. Understand job requisition iii. Up-to-date in editing software knowledge iv. Thorough in checking editing suite v. Resourceful in selecting skilful Editor	24 Hours	Project Assignment / Case study / Demonstration	
3. Delegate work load	i. Ability / skills of Editor ii. Editors availability iii. Availability of editing suite iv. Editing timeframe v. Editing work flow vi. Editing software i.e.; <ul style="list-style-type: none"> <li>• Final Cut Pro (FCP)</li> <li>• AVID</li> <li>• Sony Vegas</li> <li>• Adobe Premier Pro</li> <li>• Canopus Edius</li> <li>• etc</li> </ul>			32 Hours	Lecture	<ul style="list-style-type: none"> <li>• Ability and availability of Editor confirmed according to project requirement.</li> <li>• Audio Visual (AV) elements determined according to creative direction.</li> <li>• Data storage capacity determined according to project requirement.</li> </ul>

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	<p>vii. Particular software i.e.;</p> <ul style="list-style-type: none"> <li>• After effects</li> <li>• Adobe Photoshop</li> <li>• Apple motion</li> <li>• Project management software</li> <li>• Writing and calculation software</li> <li>• etc</li> </ul> <p>viii. Audio visual elements i.e.;</p> <ul style="list-style-type: none"> <li>• Visual effect</li> <li>• Audio effect / foley</li> <li>• Music background</li> <li>• Subtitle / language</li> <li>• Supers / title</li> <li>• etc</li> </ul>					<ul style="list-style-type: none"> <li>• Work load delegation finalised according to project requirement.</li> <li>• Work load delegation report presented according to project requirement.</li> </ul>

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		i. Identify ability and availability of editor ii. Identify required Audio Visual (AV) elements iii. Determine data storage capacity iv. Determine data management process in editing software v. Organise work load delegation	i. Follow job requisition procedure ii. Up-to-date in editing software knowledge iii. Resourceful in selecting skilful editor iv. Liaise with visual editor vi. Thorough in checking editing suite vii. Follow editing workflow	40 Hours	Project Assignment / Case study / Demonstration	
4. Organise studio schedule	i. Availability of editing suite ii. Availability of editor iii. Editing timeframe iv. Editing work flow v. Project management software i.e.; <ul style="list-style-type: none"> <li>• Microsoft excel</li> <li>• Microsoft project</li> <li>• etc</li> </ul>			40 Hours	Lecture	<ul style="list-style-type: none"> <li>• Project timeframe assessed based on project requirement.</li> <li>• Editing suite determined based on availability.</li> <li>• Editor determined based on availability.</li> </ul>



Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		<ul style="list-style-type: none"> <li>i. Prepare log book</li> <li>ii. Prepare schedule</li> <li>iii. Prepare checklist</li> <li>iv. Interpret project timeframe</li> <li>v. Identify editing suite</li> <li>vi. Identify Editor</li> </ul>	<ul style="list-style-type: none"> <li>i. Ensure editors at work</li> <li>ii. Monitor editor's time in and out</li> <li>iii. Ensure editor's log book updated</li> <li>iv. Thorough in checking editing suite</li> <li>v. Ensure editing suite in good condition</li> <li>vi. Follow editing workflow</li> </ul>	40 Hours	Project Assignment / Case study / Demonstration	<ul style="list-style-type: none"> <li>• Editing suite schedule presented according to project requirement.</li> </ul>
5. Prepare studio administration report	<ul style="list-style-type: none"> <li>i. Report format</li> <li>ii. Ability / skills of Editor</li> <li>iii. Editors availability</li> <li>iv. Availability of editing suite</li> <li>v. Editing timeframe</li> <li>vi. Editing work flow</li> <li>vii. Editing software i.e.; <ul style="list-style-type: none"> <li>• Final Cut Pro (FCP)</li> <li>• AVID</li> <li>• Sony Vegas</li> </ul> </li> </ul>			16 Hours	Lecture	<ul style="list-style-type: none"> <li>• Studio log book verified according to project requirement.</li> <li>• Work-in-progress verified according to project requirement.</li> <li>• Administration report documented according to project requirement.</li> </ul>

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	<ul style="list-style-type: none"> <li>• Adobe Premier Pro</li> <li>• Canopus Edius</li> <li>• etc</li> </ul> <p>viii. Particular software i.e.;</p> <ul style="list-style-type: none"> <li>• After effects</li> <li>• Adobe Photoshop</li> <li>• Apple motion</li> <li>• Project management software</li> <li>• Writing and calculation software</li> <li>• etc</li> </ul> <p>ix. Audio visual elements i.e.;</p> <ul style="list-style-type: none"> <li>• Visual effect</li> <li>• Audio effect / foley</li> <li>• Music background</li> <li>• Subtitle / language</li> <li>• Supers / title</li> <li>• etc</li> </ul>					<ul style="list-style-type: none"> <li>• Administration report presented according to project requirement.</li> </ul>

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		<ul style="list-style-type: none"> <li>i. Check studio log book</li> <li>ii. Evaluate work-in-progress</li> <li>iii. Update administration report</li> </ul>	<ul style="list-style-type: none"> <li>i. Ensure editors at work</li> <li>ii. Monitor editor's skill</li> <li>iii. Monitor editor's time in and out</li> <li>iv. Ensure editor's log book updated</li> <li>v. Thorough in checking editing suite</li> <li>vi. Ensure editing suite in good condition</li> <li>vii. Follow editing workflow</li> </ul>	24 Hours	Project Assignment / Case study / Demonstration	

**Employability Skills**

<b>Core Abilities</b>	<b>Social Skills / Social Values</b>
04.08 Develop and negotiate staffing plans	1. Communication skills
04.09 Prepare project / work plans	2. Conceptual skills
04.10 Utilize science and technology to achieve goals	3. Interpersonal skills
05.03 Allocate and record usage of financial and physical resources	4. Multitasking and prioritizing
05.04 Delegate responsibilities and / or authority	5. Self-discipline
05.05 Coordinate contract and tender activities	6. Teamwork
06.08 Identify and analyse effect of technology on the environment	7. Learning skills
	8. Leadership skills

**Tools, Equipment and Materials (TEM)**

<b>ITEMS</b>	<b>RATIO (TEM : Trainees)</b>
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. Management software	1:3
9. Printer	1:5

## REFERENCES

1. Gael Chandler (Oct 1, 2009), Film Editing: Great Cuts Every Filmmaker and Movie Lover Must Know, 1<sup>st</sup> Ed. Michael Wiese Productions., ISBN: 978-1932907629
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**CURRICULUM of COMPETENCY UNIT (CoCU)**

<b>Sub Sector</b>	<b>DIGITAL CREATIVE</b>						
<b>Job Area</b>	<b>VIDEO / FILM (EDITING)</b>						
<b>Competency Unit Title</b>	<b>AUDIO VISUAL (AV) EDITING ENHANCEMENT</b>						
<b>Learning Outcome</b>	<p>This Audio Visual (AV) editing enhancement competency unit is to administer AV editing process and prepare final AV editing for superior approval. Upon completion of this competency unit, trainees will be able to :-</p> <ul style="list-style-type: none"> <li>• Determine AV elements</li> <li>• Determine editing software utilisation</li> <li>• Determine project deadline</li> <li>• Confirm allocated visual elements</li> <li>• Confirm offline and online editing</li> <li>• Confirm audio sweetening</li> <li>• Finalise editing sequence</li> <li>• Present final sequence</li> </ul>						
<b>Competency Unit ID</b>	IT-072-4:2012-C03	<b>Level</b>	4	<b>Training Duration</b>	432 Hours	<b>Credit Hours</b>	43

<b>Work Activities</b>	<b>Related Knowledge</b>	<b>Related Skills</b>	<b>Attitude / Safety / Environmental</b>	<b>Training Hours</b>	<b>Delivery Mode</b>	<b>Assessment Criteria</b>
1. Analyse editing requirement	i. Audio Visual (AV) elements enhancement i.e.; <ul style="list-style-type: none"> <li>• Visual effect</li> <li>• Audio effect / foley</li> <li>• Music background</li> <li>• Subtitle / language</li> </ul>			32 Hours	Lecture	<ul style="list-style-type: none"> <li>• AV elements determined according to project requirement.</li> <li>• Editing software utilisation determined according to project requirement.</li> </ul>

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	<ul style="list-style-type: none"> <li>• Supers / title</li> <li>• etc</li> <li>ii. Editing software i.e.;               <ul style="list-style-type: none"> <li>• Final Cut Pro (FCP)</li> <li>• AVID</li> <li>• Sony Vegas</li> <li>• Adobe Premier Pro</li> <li>• Canopus Edius</li> <li>• etc</li> </ul> </li> <li>iii. Particular software i.e.;               <ul style="list-style-type: none"> <li>• After effects</li> <li>• Photoshop</li> <li>• Apple motion</li> <li>• etc</li> </ul> </li> <li>iv. Ability / skills of Editor</li> <li>v. Footages material i.e.;               <ul style="list-style-type: none"> <li>• Tape i.e.;                   <ul style="list-style-type: none"> <li>- Mini-DV</li> <li>- DV CAM</li> <li>- Beta SP</li> <li>- Beta Digital</li> <li>- HD CAM</li> <li>- Etc</li> </ul> </li> </ul> </li> </ul>					<ul style="list-style-type: none"> <li>• Footages materials organised according to project requirement.</li> <li>• Supporting materials assessed according to project requirement.</li> <li>• Editing requirement report presented according to project requirement.</li> </ul>

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	<ul style="list-style-type: none"> <li>• Tapeless i.e.               <ul style="list-style-type: none"> <li>- SD Card</li> <li>- SxS Card</li> <li>- etc</li> </ul> </li> </ul>					
		i. Identify AV elements ii. Identify editing software utilisation iii. Identify Editor availability iv. Check editing timeframe v. Check project deadline vi. Determine footages materials vii. Check supporting materials	i. Meticulous in reviewing project requirements ii. Up-to-date in editing software knowledge iii. Resourceful in selecting skilful editor iv. Thorough in checking editing suite v. Follow editing workflow	60 Hours	Project Assignment / Case study / Demonstration	
2. Analyse visual elements implementation	i. Type of visual elements i.e.; <ul style="list-style-type: none"> <li>• Graphic / Motion graphic</li> <li>• Still photo</li> <li>• Animation</li> <li>• Visual effects</li> <li>• Title / supers</li> <li>• etc</li> </ul>			20 Hours	Lecture	<ul style="list-style-type: none"> <li>• Types of visual element determined according project requirement.</li> <li>• Visual elements implementation verified according to editing sequence.</li> </ul>



Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	ii. Editing software i.e.; <ul style="list-style-type: none"> <li>• Final Cut Pro (FCP)</li> <li>• AVID</li> <li>• Sony Vegas</li> <li>• Adobe Premier Pro</li> <li>• Canopus Edius</li> <li>• etc</li> </ul> iii. Particular software i.e.; <ul style="list-style-type: none"> <li>• After effects</li> <li>• Photoshop</li> <li>• Apple motion</li> <li>• etc</li> </ul> iv. Editing timeframe v. Supporting material i.e.; <ul style="list-style-type: none"> <li>• Script</li> <li>• Storyboard</li> <li>• etc</li> </ul>					<ul style="list-style-type: none"> <li>• Allocated visual elements confirmed according to editing sequence.</li> <li>• Visual elements implementation report presented according to project requirement.</li> </ul>
		i. Identify types of visual element ii. Check visual elements implementation iii. Verify allocated visual elements	i. Creative and analytical mind in reviewing shots ii. Meticulous in reviewing project requirements	40 Hours	Project Assignment / Case study / Demonstration	

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
			iii. Up-to-date in editing software knowledge iv. Follow editing schedule			
3. Analyse audio elements implementation	i. Types of audio elements i.e.; <ul style="list-style-type: none"> <li>• Sound effect</li> <li>• Foley</li> <li>• Sound design</li> <li>• Voice</li> <li>• Dialogue</li> <li>• etc</li> </ul> ii. Editing software i.e.; <ul style="list-style-type: none"> <li>• Final Cut Pro (FCP)</li> <li>• AVID</li> <li>• Sony Vegas</li> <li>• Adobe Premier Pro</li> <li>• Canopus Edius</li> <li>• etc</li> </ul> iii. Editing timeframe iv. Supporting material i.e.; <ul style="list-style-type: none"> <li>• Script</li> <li>• Storyboard</li> <li>• etc</li> </ul>			20 Hours	Lecture	<ul style="list-style-type: none"> <li>• Determine types of audio elements according to creative direction.</li> <li>• Audio elements implementation determined according to editing sequence.</li> <li>• Audio elements verified according to editing sequence.</li> <li>• Audio elements implementation report presented according to project requirement.</li> </ul>

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		i. Determine types of audio elements ii. Identify audio elements implementation iii. Allocate audio elements	i. Creative and analytical mind in reviewing shots ii. Meticulous in reviewing project requirements iii. Up-to-date in editing software knowledge iv. Follow editing schedule	40 Hours	Project Assignment / Case study / Demonstration	
4. Validate AV editing process	i. Offline editing i.e.; <ul style="list-style-type: none"> <li>• Technique of editing</li> <li>- Continuity editing</li> <li>- Parallel editing</li> <li>- Overlapping editing</li> <li>- Temporal editing</li> <li>- Elliptical editing</li> <li>- Montage</li> </ul>			50 Hours	Lecture	<ul style="list-style-type: none"> <li>• Offline and online editing confirmed according to project requirement.</li> <li>• Audio sweetening confirmed according to broadcast / film specification.</li> <li>• Amended version finalised according to project requirement.</li> </ul>

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	<ul style="list-style-type: none"> <li>- Spatial editing</li> <li>- Rhythmic editing</li> <li>• Good shots</li> <li>ii. Online editing i.e.;</li> <li>• Editing sequence</li> <li>• Colour grading</li> <li>• Audio sweetening</li> <li>- Audio level               <ul style="list-style-type: none"> <li>o Balancing</li> <li>o Mixing</li> </ul> </li> <li>- Audio specification               <ul style="list-style-type: none"> <li>o Broadcast</li> <li>o Digital Cinema Audio (DCA)</li> </ul> </li> <li>• Titling position</li> <li>- Credit title</li> <li>- Opening sequence</li> <li>- Subtitle</li> <li>- Lower third</li> </ul>					<ul style="list-style-type: none"> <li>• AV validation report presented according to editing requirement.</li> </ul>

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	iii. Editing software i.e.; <ul style="list-style-type: none"> <li>• Final Cut Pro (FCP)</li> <li>• AVID</li> <li>• Sony Vegas</li> <li>• Adobe Premier Pro</li> <li>• Canopus Edius</li> <li>• etc</li> </ul> iv. Audio visual elements i.e.; <ul style="list-style-type: none"> <li>• Visual effect</li> <li>• Audio effect / foley</li> <li>• Music background</li> <li>• Subtitle / language</li> <li>• Supers / title</li> <li>• etc</li> </ul>					
		i. Assess offline editing ii. Assess audio sweetening iii. Assess online editing iv. Confirm amended version	i. Up-to-date in editing software knowledge ii. Liaise with visual editor iii. Creative and analytical mind in reviewing offline editing	80 Hours	Project Assignment / Case study / Demonstration	

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
5. Prepare final AV editing for superior approval	i. Format specification i.e.; <ul style="list-style-type: none"> <li>• Aspect ratio</li> <li>• Frame rate</li> <li>• etc</li> </ul> ii. Type of materials i.e.; <ul style="list-style-type: none"> <li>• Tape</li> <li>• HD (Data)</li> <li>• Film</li> <li>• etc</li> </ul> iii. Broadcast equipment i.e.; <ul style="list-style-type: none"> <li>• Digital Beta</li> <li>• HD CAM</li> <li>• Blu-ray</li> <li>• etc</li> </ul> iv. Film projector v. Media player			30 Hours	Lecture	<ul style="list-style-type: none"> <li>• Editing sequence finalised according to project requirement.</li> <li>• Format specification determined according to project requirement.</li> <li>• Type of material confirmed according to selected media format.</li> <li>• Final sequence approved according to client's requirement.</li> </ul>

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		i. Check final sequence ii. Validate format specification iii. Determine type of material iv. Transfer final sequence to selected material	i. Up-to-date in editing software knowledge ii. Liaise with visual editor iii. Creative and analytical mind in reviewing offline editing iv. Follow project requirements	60 Hours	Project Assignment / Case study / Demonstration	<ul style="list-style-type: none"> <li>Approved final sequence presented according to editing requirement.</li> </ul>

### Employability Skills

Core Abilities	Social Skills / Social Values
04.08 Develop and negotiate staffing plans 04.09 Prepare project / work plans 04.10 Utilize science and technology to achieve goals 05.03 Allocate and record usage of financial and physical resources 05.04 Delegate responsibilities and / or authority 05.05 Coordinate contract and tender activities 06.08 Identify and analyse effect of technology on the environment	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 / footages	1:10

### REFERENCES

1. Gael Chandler (Oct 1, 2009), Film Editing: Great Cuts Every Filmmaker and Movie Lover Must Know, 1<sup>st</sup> Ed. Michael Wiese Productions, ISBN: 978-1932907629
2. Karen Pearlman (Feb 13, 2009), Cutting Rhythms: Shaping the Film Edit, 1<sup>st</sup> Ed, Focal Press, ISBN: 978-0240810140
3. Sam Kauffmann (Feb 16, 2009), Avid Editing, Fourth Edition: A Guide for Beginning and Intermediate Users, 4<sup>th</sup> Ed. Focal Press, ISBN: 978-0240810805
4. Lori Coleman and Diana Friedberg (Jul 21, 2010), Make the Cut: A Guide to Becoming a Successful Assistant Editor in Film and TV, 1<sup>st</sup> Ed., Focal Press, ISBN: 978-0240813981
5. Peter Wells (Sep 24, 2007), Digital Video Editing: A User's Guide, 1<sup>st</sup> Ed. Crowood Press, ISBN: 978-1861269522
6. John Rosenberg (Nov 29, 2010), The Healthy Edit: Creative Editing Techniques for Perfecting Your Movie, 1<sup>st</sup> Ed. Focal Press, ISBN: 978-0240814469
7. Michael Hughes (Apr 2, 2012), Digital Filmmaking for Beginners A Practical Guide to Video Production, 1<sup>st</sup> Ed. McGraw-Hill/TAB Electronics ISBN: 978-0071791366



## CURRICULUM of COMPETENCY UNIT (CoCU)

<b>Sub Sector</b>	<b>DIGITAL CREATIVE</b>						
<b>Job Area</b>	<b>VIDEO / FILM (EDITING)</b>						
<b>Competency Unit Title</b>	<b>AUDIO VISUAL (AV) FINAL EDITING EVALUATION</b>						
<b>Learning Outcome</b>	<p>This Audio Visual (AV) final editing evaluation competency unit is to prepare a report for submission to Level 5 Editor, based on the final material evaluation. Upon completion of this competency unit, trainees will be able to :-</p> <ul style="list-style-type: none"> <li>• Present storyline verification report</li> <li>• Present visual elements verification report</li> <li>• Present audio elements verification report</li> <li>• Present colour correction verification report</li> <li>• Present editing verification report</li> </ul>						
<b>Competency Unit ID</b>	IT-072-4:2012-C04	<b>Level</b>	4	<b>Training Duration</b>	618 Hours	<b>Credit Hours</b>	62

<b>Work Activities</b>	<b>Related Knowledge</b>	<b>Related Skills</b>	<b>Attitude / Safety / Environmental</b>	<b>Training Hours</b>	<b>Delivery Mode</b>	<b>Assessment Criteria</b>
1. Preview final editing	i. Good shots ii. Footages material i.e.;; <ul style="list-style-type: none"> <li>• Tape i.e.;;               <ul style="list-style-type: none"> <li>- Mini-DV</li> <li>- DV CAM</li> <li>- Beta SP</li> <li>- Beta Digital</li> <li>- HD CAM</li> <li>- etc</li> </ul> </li> </ul>			8 Hours	Lecture	<ul style="list-style-type: none"> <li>• Final editing finalised according to project requirement.</li> </ul>

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	<ul style="list-style-type: none"> <li>• Tapeless i.e.;               <ul style="list-style-type: none"> <li>- SD Card</li> <li>- SxS Card</li> <li>- etc</li> </ul> </li> <li>iii. Script</li> <li>iv. Continuity sheet</li> <li>v. Shooting board</li> <li>vi. DIT (Digital Imaging Technician) sheet</li> <li>vii. Technique of editing i.e.;               <ul style="list-style-type: none"> <li>• Continuity editing</li> <li>• Parallel editing</li> <li>• Overlapping editing</li> <li>• Temporal editing</li> <li>• Elliptical editing</li> <li>• Montage</li> <li>• Spatial editing</li> <li>• Rhythmic editing</li> </ul> </li> </ul>					

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	viii. Editing software i.e.; <ul style="list-style-type: none"> <li>• Final Cut Pro (FCP)</li> <li>• AVID</li> <li>• Sony Vegas</li> <li>• Adobe Premier Pro</li> <li>• Canopus Edius</li> <li>• etc</li> </ul> ix. Audio Visual (AV) elements i.e.; <ul style="list-style-type: none"> <li>• Visual effect</li> <li>• Audio effect / foley</li> <li>• Music background</li> <li>• Subtitle / language</li> <li>• Supers / title</li> <li>• etc</li> </ul>					
		i. Assess final editing ii. Identify Visual (AV) elements iii. Identify visual colour enhancement	i. Creative and analytical mind in reviewing offline editing ii. Thorough check	8 Hours	Project Assignment / Case study / Demonstration	

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		iv. Check sequence duration	sequence timeline iii. Liaise with visual editor iv. Follow project requirements			
2. Verify storyline	i. Mis en scene ii. Storyboard iii. Shooting board iv. Script v. Theme vi. Project duration vii. Technique of editing i.e.; <ul style="list-style-type: none"> <li>• Continuity editing</li> <li>• Parallel editing</li> <li>• Overlapping editing</li> <li>• Temporal editing</li> <li>• Elliptical editing</li> <li>• Montage</li> <li>• Spatial editing</li> <li>• Rhythmic editing</li> </ul>			56 Hours	Lecture	<ul style="list-style-type: none"> <li>• Storyline evaluated according to project requirement.</li> <li>• Project duration determined according to project requirement.</li> <li>• Storyline verification report presented according to project editing requirement.</li> </ul>

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	x. Audio Visual (AV) elements i.e.; <ul style="list-style-type: none"> <li>• Visual effect</li> <li>• Audio effect / foley</li> <li>• Music background</li> <li>• Subtitle / language</li> <li>• Supers / title</li> <li>• etc</li> </ul>					
		i. Assess final editing ii. Identify Visual (AV) elements iii. Identify visual colour enhancement iv. Check sequence duration v. Preview editing sequence vi. Identify project duration vii. Assess storyline	i. Creative and analytical mind in reviewing offline editing ii. Thorough check sequence timeline iii. Liaise with visual editor iv. Follow project requirements	96 Hours	Project Assignment / Case study / Demonstration	

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
3. Verify visual elements	i. Storyboard ii. Shooting board iii. Script iv. Shot duration v. Editing software i.e.; <ul style="list-style-type: none"> <li>• Final Cut Pro (FCP)</li> <li>• AVID</li> <li>• Sony Vegas</li> <li>• Adobe Premier Pro</li> <li>• Canopus Edius</li> <li>• etc</li> </ul> vi. Visual elements i.e.; <ul style="list-style-type: none"> <li>• Motion graphic</li> <li>• Montage</li> <li>• Visual effects</li> <li>• Transition</li> <li>• Supers / title</li> <li>• etc</li> </ul>			40 Hours	Lecture	<ul style="list-style-type: none"> <li>• Visual elements confirmed according to creative direction.</li> <li>• Visual elements evaluated according to creative direction.</li> <li>• Visual elements verification report presented according to project editing requirement.</li> </ul>

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		i. Preview editing sequence ii. Check visual elements iii. Assess visual elements	i. Creative and analytical mind in reviewing offline editing ii. Thorough check sequence timeline iii. Liaise with visual editor iv. Follow project requirements v. Skilful in editing software utilisation	80 Hours	Project Assignment / Case study / Demonstration	
4. Verify audio elements	i. Storyboard ii. Shooting board iii. Script iv. Audio clip duration v. Editing software i.e.; <ul style="list-style-type: none"> <li>• Final Cut Pro (FCP)</li> <li>• AVID</li> <li>• Sony Vegas</li> <li>• Adobe Premier Pro</li> </ul>			40 Hours	Lecture	<ul style="list-style-type: none"> <li>• Audio elements confirmed according to creative direction.</li> <li>• Audio elements evaluated according to creative direction.</li> <li>• Audio elements verification report presented according to project editing requirement.</li> </ul>

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	<ul style="list-style-type: none"> <li>• Canopus Edius</li> <li>• etc</li> </ul> vi. Visual elements i.e.; <ul style="list-style-type: none"> <li>• Motion graphic</li> <li>• Montage</li> <li>• Visual effects</li> <li>• Transition</li> <li>• Supers / title</li> <li>• etc</li> </ul> vii. Audio elements i.e.; <ul style="list-style-type: none"> <li>• Music</li> <li>• Sound effect</li> <li>• Foley effect</li> <li>• Voice Over</li> <li>• Dialogue</li> <li>• etc</li> </ul>					
		i. Preview editing sequence ii. Check audio elements iii. Assess audio elements	i. Creative and analytical mind in reviewing offline editing ii. Thorough check sequence timeline iii. Liaise with visual editor	80 Hours	Project Assignment / Case study / Demonstration	



Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
			iv. Follow project requirements v. Skilful in software utilisation vi. Ensure audio specification adhered			
5. Verify colour correction	i. Storyboard ii. Shooting board iii. Script iv. Visual colour enhancement i.e.; <ul style="list-style-type: none"> <li>• White balance</li> <li>• Brightness and contrast</li> <li>• Chroma colour</li> <li>• Temperature</li> </ul> v. Colour theme / concept vi. Editing software i.e.; <ul style="list-style-type: none"> <li>• Final Cut Pro (FCP)</li> <li>• AVID</li> <li>• Sony Vegas</li> <li>• Adobe Premier Pro</li> </ul>			40 Hours	Lecture	<ul style="list-style-type: none"> <li>• Colour correction confirmed according to creative direction.</li> <li>• Colour correction evaluated according to creative direction.</li> <li>• Colour correction verification report presented according to project editing requirement.</li> </ul>

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	<ul style="list-style-type: none"> <li>• Canopus Edius</li> <li>• etc</li> </ul> vii. Visual elements i.e.; <ul style="list-style-type: none"> <li>• Motion graphic</li> <li>• Montage</li> <li>• Visual effects</li> <li>• Transition</li> <li>• Supers / title</li> <li>• etc</li> </ul>					
		i. Preview editing sequence ii. Check colour correction iii. Assess colour correction	i. Creative and analytical mind in reviewing offline editing ii. Thorough check sequence timeline iii. Liaise with visual editor iv. Follow project requirements v. Skilful in software utilisation vi. Ensure colour specification adhered	80 Hours	Project Assignment / Case study / Demonstration	

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
6. Prepare verification report	i. Footages Material i.e.; <ul style="list-style-type: none"> <li>• Tape e.g.;               <ul style="list-style-type: none"> <li>- Mini-DV</li> <li>- DV CAM</li> <li>- Beta SP</li> <li>- Beta Digital</li> <li>- HD CAM</li> <li>- etc</li> </ul> </li> <li>• Tapeless e.g.;               <ul style="list-style-type: none"> <li>- SD Card</li> <li>- Sxs Card</li> <li>- etc</li> </ul> </li> </ul> ii. Script iii. Continuity Sheet iv. Shooting Board v. Project Duration vi. Aspect Ratio i.e.; <ul style="list-style-type: none"> <li>• 4:3</li> <li>• 14:9</li> <li>• 16:9</li> <li>• Cinemascope</li> <li>• Anamorphic</li> <li>• Flat Screen</li> <li>• Letter Box</li> <li>• Pillar Box</li> <li>• Wide Screen</li> <li>• etc</li> </ul>			30 Hours	Lecture	<ul style="list-style-type: none"> <li>• Final editing sequence validated according to project requirement.</li> <li>• Editing verification report presented according to project requirement.</li> </ul>

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	vii. Program Category i.e.; <ul style="list-style-type: none"> <li>• Movie</li> <li>• Drama</li> <li>• Documentary</li> <li>• Animation</li> <li>• TV Commercial</li> <li>• Corporate Video</li> <li>• etc</li> </ul>					
		i. Confirm final editing ii. Confirm storyline iii. Confirm visual elements iv. Confirm audio elements v. Confirm colour correction	i. Creative and analytical mind in reviewing offline editing ii. Thorough check sequence timeline iii. Liaise with visual editor iv. Follow project requirements v. Ensure editing report updated	60 Hours	Project Assignment / Case study / Demonstration	

## Employability Skills

Core Abilities	Social Skills / Social Values
04.08 Develop and negotiate staffing plans 04.09 Prepare project / work plans 04.10 Utilize science and technology to achieve goals 05.03 Allocate and record usage of financial and physical resources 05.04 Delegate responsibilities and / or authority 05.05 Coordinate contract and tender activities 06.08 Identify and analyse effect of technology on the environment	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. Recorded materials / footages	1:10
9. Sample video	1:25

## REFERENCES

1. Peter Wells (Sep 24, 2007), Digital Video Editing: A User's Guide.1<sup>st</sup> Ed. Crowood Press, ISBN: 978-1861269522
2. Sam Kauffmann and Ashley Kennedy (Jul 6, 2012), Avid Editing: A Guide for Beginning and Intermediate Users.4<sup>th</sup> 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
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5. Karen Pearlman (Feb 13, 2009), Cutting Rhythms: Shaping the Film Edit.1<sup>st</sup> Ed,Focal Press,ISBN: 978-0240810140
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**CURRICULUM of COMPETENCY UNIT (CoCU)**

<b>Sub Sector</b>	<b>DIGITAL CREATIVE</b>						
<b>Job Area</b>	<b>VIDEO / FILM (EDITING) ADMINISTRATION</b>						
<b>Competency Unit Title</b>	<b>AUDIO VISUAL (AV) ARCHIVE AND STORAGE ADMINISTRATION</b>						
<b>Learning Outcome</b>	<p>This Audio Visual (AV) archive and storage administration competency unit is to prepare detailed record footage documentation, organise type of storage and organise digital catalogue. Upon completion of this competency unit, trainees will be able to :-</p> <ul style="list-style-type: none"> <li>• Present categorised footages</li> <li>• Confirm media output</li> <li>• Present storage record</li> <li>• Create table of content</li> </ul>						
<b>Competency Unit ID</b>	IT-072-4:2012-C05	<b>Level</b>	4	<b>Training Duration</b>	192 Hours	<b>Credit Hours</b>	19

<b>Work Activities</b>	<b>Related Knowledge</b>	<b>Related Skills</b>	<b>Attitude / Safety / Environmental</b>	<b>Training Hours</b>	<b>Delivery Mode</b>	<b>Assessment Criteria</b>
1. Carry out footage compilation	i. Type of Supporting Material i.e.; <ul style="list-style-type: none"> <li>• Script</li> <li>• Storyboard</li> <li>• etc</li> </ul> ii. Footages Material i.e.; <ul style="list-style-type: none"> <li>• Tape e.g.;                             <ul style="list-style-type: none"> <li>- Mini-DV</li> <li>- DV CAM</li> <li>- Beta SP</li> <li>- Beta Digital</li> <li>- HD CAM</li> <li>- etc</li> </ul> </li> </ul>			24 Hours	Lecture	<ul style="list-style-type: none"> <li>• Footages categorised according to editing requirement.</li> <li>• List of categorised footages presented according to editing requirement.</li> </ul>

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	<ul style="list-style-type: none"> <li>• Tapeless e.g.;               <ul style="list-style-type: none"> <li>- SD Card</li> <li>- Sxs Card</li> <li>- etc</li> </ul> </li> </ul>					
		i. Determine footages ii. Check footages iii. Classify footages	i. Proper sorting out footages ii. Proper care and handling footages material	40 Hours	Project Assignment / Case study / Demonstration	
2. Record footage documentation	i. Editing Log Book ii. Type of Supporting Material i.e.; <ul style="list-style-type: none"> <li>• Script</li> <li>• Storyboard</li> <li>• etc</li> </ul> iii. Footages Material i.e.; <ul style="list-style-type: none"> <li>• Tape e.g.;               <ul style="list-style-type: none"> <li>- Mini-DV</li> <li>- DV CAM</li> <li>- Beta SP</li> <li>- Beta Digital</li> <li>- HD CAM</li> <li>- etc</li> </ul> </li> <li>• Tapeless e.g.;               <ul style="list-style-type: none"> <li>- SD Card</li> <li>- Sxs Card</li> <li>- etc</li> </ul> </li> </ul>			8 Hours	Lecture	<ul style="list-style-type: none"> <li>• Footages documented according to editing requirement.</li> <li>• Footages record presented according to editing requirement.</li> </ul>



Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	iv. DIT (Digital Imaging Technician) Sheet v. Aspect Ratio i.e.; <ul style="list-style-type: none"> <li>• 4:3</li> <li>• 14:9</li> <li>• 16:9</li> <li>• Cinemascope</li> <li>• Anamorphic</li> <li>• Flat Screen</li> <li>• Letter Box</li> <li>• Pillar Box</li> <li>• Wide Screen</li> </ul> vi. Program Category i.e.; <ul style="list-style-type: none"> <li>• Movie</li> <li>• Drama</li> <li>• Documentary</li> <li>• Animation</li> <li>• TV Commercial</li> <li>• Corporate Video</li> <li>• etc</li> </ul> vii. Editing Software i.e.; <ul style="list-style-type: none"> <li>• Final Cut Pro (FCP)</li> <li>• AVID</li> <li>• Sony Vegas</li> <li>• Adobe Premier Pro</li> </ul>					

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	<ul style="list-style-type: none"> <li>• Canopus Edius</li> <li>• etc</li> </ul> viii. Particular Software i.e.; <ul style="list-style-type: none"> <li>• After Effects</li> <li>• Adobe Photoshop</li> <li>• Apple Motion</li> <li>• etc</li> </ul>					
		i. Determine media management software ii. Label footages iii. Record footages data information	i. Proper sorting out footages ii. Proper care and handling footages material iii. Meticulous in labelling footages iv. Ensure correct aspect ratio v. Ensure correct program category	16 Hours	Project Assignment / Case study / Demonstration	
3. Organise type of storage	i. Media output i.e.; <ul style="list-style-type: none"> <li>• Web</li> <li>• Tape</li> <li>• Film</li> <li>• Hardisk</li> <li>• DVD / Blu-ray</li> </ul>			32 Hours	Lecture	<ul style="list-style-type: none"> <li>• Media output confirmed according to project requirement.</li> </ul>

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	<ul style="list-style-type: none"> <li>• 3D Stereoscopic</li> <li>• Digital library</li> </ul> ii. Edit-Decision-List (EDL) / XML /AAF					<ul style="list-style-type: none"> <li>• Storage record presented according to project requirement.</li> </ul>
		i. Determine media output ii. Confirm Edit-Decision-List (EDL) / XML /AAF	i. Proper exporting to media format ii. Ensure correct EDL / XML /AAF	32 Hours	Project Assignment / Case study / Demonstration	
4. Organise digital catalogue	i. Media output i.e.; <ul style="list-style-type: none"> <li>• Web</li> <li>• Tape</li> <li>• Film</li> <li>• Hardisk</li> <li>• DVD / Blu-ray</li> <li>• 3D Stereoscopic</li> <li>• Digital library</li> </ul> ii. Edit-Decision-List (EDL) / XML /AAF iii. Particular computer software			10 Hours	Lecture	<ul style="list-style-type: none"> <li>• Table of contents created according to project requirement.</li> </ul>

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		i. Record storage materials ii. Segregate storage materials	i. Proper exporting to media format ii. Ensure correct EDL / XML /AAF iii. Ensure correct media output	30 Hours	Project Assignment / Case study / Demonstration	

### Employability Skills

Core Abilities	Social Skills / Social Values
04.08 Develop and negotiate staffing plans 04.09 Prepare project / work plans 04.10 Utilize science and technology to achieve goals 05.03 Allocate and record usage of financial and physical resources 05.04 Delegate responsibilities and / or authority 05.05 Coordinate contract and tender activities 06.08 Identify and analyse effect of technology on the environment	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. Recorded materials / footages	1:10
9. Recording Deck / Broadcast Monitor	As required

REFERENCES
1. Peter Wells (Sep 24, 2007), Digital Video Editing: A User's Guide.1 <sup>st</sup> Ed. Crowood Press, ISBN: 978-1861269522
2. Sam Kauffmann and Ashley Kennedy (Jul 6, 2012), Avid Editing: A Guide for Beginning and Intermediate Users.4 <sup>th</sup> Ed. Focal Press, ISBN: 978-0240818566
3. Gael Chandler (Oct 1, 2009), Film Editing: Great Cuts Every Filmmaker and Movie Lover Must Know. 1 <sup>st</sup> Ed.Michael Wiese Productions,ISBN: 978-1932907629
4. Karen Pearlman (Feb 13, 2009), Cutting Rhythms: Shaping the Film Edit.1 <sup>st</sup> Ed,Focal Press,ISBN: 978-0240810140
5. Lori Coleman and Diana Friedberg (Jul 21, 2010), Make the Cut: A Guide to Becoming a Successful Assistant Editor in Film and TV.1 <sup>st</sup> Ed.,Focal Press,ISBN: 978-0240813981
6. John Rosenberg (Nov 29, 2010), The Healthy Edit: Creative Editing Techniques for Perfecting Your Movie.1 <sup>st</sup> Ed.Focal Press., ISBN: 978-0240814469
7. John Rosenberg (Nov 29, 2010), The Healthy Edit: Creative Editing Techniques for Perfecting Your Movie, 1 <sup>st</sup> Ed.Focal Press, ISBN: 978-0240814469
8. Gael Chandler (Jun 1, 2012), Cut by Cut, 2nd edition: Editing Your Film or Video, ISBN: 978-1615930906

**CURRICULUM of COMPETENCY UNIT (CoCU)**

<b>Sub Sector</b>	<b>DIGITAL CREATIVE</b>						
<b>Job Area</b>	<b>VIDEO / FILM PRODUCTION (SHOOTING)</b>						
<b>Competency Unit Title</b>	<b>FILM SHOOTING</b>						
<b>Learning Outcome</b>	<p>This film shooting competency unit is to determine film category and evaluation on approved script. It is performed at selected location based on production requirement. Upon completion of this competency unit, trainees will be able to :-</p> <ul style="list-style-type: none"> <li>• Determine film category</li> <li>• Determine format / rundown sheet</li> <li>• Determine actual location</li> <li>• Determine lodging requirement</li> <li>• Determine transportation requirement</li> </ul>						
<b>Competency Unit ID</b>	IT-072-4:2012-E01	<b>Level</b>	4	<b>Training Duration</b>	290 Hours	<b>Credit Hours</b>	29

<b>Work Activities</b>	<b>Related Knowledge</b>	<b>Related Skills</b>	<b>Attitude / Safety / Environmental</b>	<b>Training Hours</b>	<b>Delivery Mode</b>	<b>Assessment Criteria</b>
1. Identify film shooting production requirement	i. Film categories <ul style="list-style-type: none"> <li>• Feature</li> <li>• Short</li> <li>• Documentary</li> <li>• Commercial</li> </ul> ii. Film Format, Concept and Shooting Equipment iii. Script iv. Shooting board			40 hours	Lecture	<ul style="list-style-type: none"> <li>• Film category determined.</li> <li>• Format / rundown sheet determined according to broadcasting requirement.</li> <li>• Broadcasting equipment determined according to broadcasting format.</li> </ul>

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	v. Numbers of camera vi. Types of camera <ul style="list-style-type: none"> <li>• HD</li> <li>• Negative and reversal</li> </ul> vii. Types of camera recording format <ul style="list-style-type: none"> <li>• HD</li> <li>• 2K / 4K</li> </ul> viii. Types of aspect ratio <ul style="list-style-type: none"> <li>• 4:3</li> <li>• 16:9</li> <li>• Wide Screen</li> </ul> ix. Types various shooting format <ul style="list-style-type: none"> <li>• PAL</li> <li>• NTSC</li> <li>• FILM</li> </ul> x. Types of cable <ul style="list-style-type: none"> <li>• Triax (Triaxal cable)               <ul style="list-style-type: none"> <li>- Power</li> <li>- Visual</li> <li>- Remote</li> </ul> </li> <li>• Fiber Optics               <ul style="list-style-type: none"> <li>- Visual</li> <li>- Data</li> </ul> </li> </ul>					<ul style="list-style-type: none"> <li>• Production schedule set.</li> </ul>

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		i. Understanding of concept, treatment, script and shooting board ii. Identify type of camera iii. Identify film Format, Concept and Shooting Equipment iii. Determine format / rundown sheet for Film unit iv. Set production schedule	i. Follow production requirement ii. Refer producer / director for briefing or advice	60 hours	Project Assignment / Case study / Demonstration	
2. Identify location and logistic	i. Shooting criteria <ul style="list-style-type: none"> <li>• Location / Time               <ul style="list-style-type: none"> <li>- Outdoor / Indoor</li> <li>- Day / Night</li> <li>- Weather</li> <li>- Land / Sea / Air</li> </ul> </li> </ul> ii. Lodging requirement iii. Transportation requirement			20 hours	Lecture	<ul style="list-style-type: none"> <li>• Actual location determined.</li> <li>• Lodging requirement determined.</li> <li>• Transportation requirement determined.</li> </ul>



Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		i. Determine actual location ii. Determine lodging venue iii. Determine transportation requirements	i. Follow Director's instruction ii. Comply to safety procedure	30 hours	Project Assignment / Case study / Demonstration	
3. Setup film shooting equipment on location	i. Shooting criteria <ul style="list-style-type: none"> <li>• Location / Time</li> <li>- Outdoor / Indoor</li> <li>- Day / Night</li> <li>- Weather</li> <li>- Land / Sea / Air</li> </ul> ii. Shooting equipment requirement iii. Equipment assembly iv. Shooting schedule v. Designated cameras placement			25 hours	Lecture	<ul style="list-style-type: none"> <li>• Shooting location confirmed</li> <li>• Shooting equipment ready according to shooting schedule.</li> <li>• Shooting equipment properly set up on location.</li> </ul>

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		i. Check shooting criteria ii. Determine shooting equipment requirement iii. Verify and test equipment iv. Conduct setup on location	i. Follow Director's instruction	35 hours	Project Assignment / Case study / Demonstration	
4. Perform film shooting	i. Script ii. Cinematography iii. Camera works iv. Shooting board v. Lighting			30 hours	Lecture	<ul style="list-style-type: none"> <li>• Film script analysed.</li> <li>• Proper lighting supplied.</li> <li>• Cinematography applied.</li> <li>• Film produced according to script and shooting board.</li> </ul>
		i. Analyse shooting board ii. Analyse script iii. Apply cinematography iv. Use proper lighting	i. Follow Director's instruction ii. Comply to safety procedure iii. Coordinate with lighting man	50 hours	Project Assignment / Case study / Demonstration	

### Employability Skills

<b>Core Abilities</b>	<b>Social Skills / Social Values</b>
04.08 Develop and negotiate staffing plans 04.09 Prepare project / work plans 04.10 Utilize science and technology to achieve goals 05.03 Allocate and record usage of financial and physical resources 05.04 Delegate responsibilities and / or authority 05.05 Coordinate contract and tender activities 06.08 Identify and analyse effect of technology on the environment	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)

<b>ITEMS</b>	<b>RATIO (TEM : Trainees)</b>
1. Check List	1:1
2. Camera	1:10
3. Shooting schedule	1:1
4. Cables, connectors & adapters	1:10
5. Script	1:1
6. Storyboard	1:1

## REFERENCES

1. Nicholas T. Proferes (2008), *Film Directing Fundamentals, Third Edition: See Your Film Before Shooting*. Focal Press. ISBN: 0240805623
2. Kurt Lancaster (2010), *DSLR Cinema: Crafting the Film Look with Large Sensor Video Cameras*. Focal Press. ISBN: 0240815513
3. Russell Evans (2010), *Stand-Out Shorts: Shooting and Sharing Your Films Online*. Focal Press. ISBN: 0240812107
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5. Barry Hampe (2007), *Making Documentary Films and Videos: A Practical Guide to Planning, Filming, and Editing Documentaries*. Holt Paperbacks. ISBN: 080508181X
6. Eve Light Honthaner (2010), *The Complete Film Production Handbook, Fourth Edition*. Focal Press. ISBN: 024081150X

**Summary of Training Duration**

<b>NO.</b>	<b>COMPETENCY UNIT TITLE</b>	<b>WORK ACTIVITIES</b>	<b>RELATED KNOWLEDGE</b>	<b>RELATED SKILLS</b>	<b>HOURS</b>	<b>ASSESSMENT (KA &amp; PA)</b>	<b>TOTAL (Hours)</b>
1	Visual Editing Planning	Compile visual editing sources	32	32	64		272
		Identify program category	24	40	64		
		Identify visual elements	16	24	40		
		Identify audio elements	16	16	32		
		Prepare working timeframe	24	48	72		
2	Visual Editing Studio Administration	Identify software utilisation	16	24	40		272
		Identify editing suite	16	24	40		
		Delegate work load	32	40	72		
		Organise studio schedule	40	40	80		
		Prepare studio administration report	16	24	40		
3	Audio Visual (AV) Editing Enhancement	Analyse editing requirement	32	60	92		432
		Analyse visual elements implementation	20	40	60		
		Analyse audio elements implementation	20	40	60		
		Validate AV editing process	50	80	130		
		Prepare final AV editing for superior approval	30	60	90		
4	Audio Visual (AV) Final Editing Evaluation	Preview final editing	8	8	16		618
		Verify storyline	56	96	152		
		Verify visual elements	40	80	120		
		Verify audio elements	40	80	120		
		Verify colour correction	40	80	120		
		Prepare verification report	30	60	90		

<b>NO.</b>	<b>COMPETENCY UNIT TITLE</b>	<b>WORK ACTIVITIES</b>	<b>RELATED KNOWLEDGE</b>	<b>RELATED SKILLS</b>	<b>HOURS</b>	<b>ASSESSMENT (KA &amp; PA)</b>	<b>TOTAL (Hours)</b>
5	Audio Visual (AV) Archive and Storage Administration	Carry out footage compilation	24	40	64		192
		Record footage documentation	8	16	24		
		Organise type of storage	32	32	64		
		Organise digital catalogue	10	30	40		
TOTAL HOURS (CORE Competencies)			675	1325	2000		2000
6	Film Shooting	Identify film shooting production requirement	40	60	100		290
		Identify location and logistic	20	30	50		
		Setup film shooting equipment on location	25	35	60		
		Perform film shooting	30	50	80		
TOTAL HOURS (ELECTIVE Competencies)			115	175	290		290
TOTAL HOURS (CORE Competency + Elective Competency)			790	1500	2290		2290