



STANDARD KEMAHIRAN PEKERJAAN KEBANGSAAN
(NATIONAL OCCUPATIONAL SKILLS STANDARD)

IT-071-3:2011

**VIDEO / FILM PRODUCTION
(SHOOTING)**

LEVEL 3



JPK

JABATAN PEMBANGUNAN KEMAHIRAN
KEMENTERIAN SUMBER MANUSIA, MALAYSIA

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

1. INTRODUCTION

Video or film production is a field where creativity and technology are combined together to produce an artistically moving visual as a finished product. There are too many personnel (depending on production perimeter) involved to complete one shooting production. From highest ranking officer such as executive producer, associate producer, producer, production team such as line producer, production manager, production supervisor , assistant director, prop master, makeup artist, wardrobe and creative personnel such as director, script write , production designer, talents, etc . While technical personnel are technical producer or director, cameraman, camera operator and camera assistant or rigger.

As far as we are concerned, video or film production is widely exposed to us through the advancement of technology and the influence of Hollywood and Bollywood film productions which are well known as the most rich and active film makers internationally. Despite of cultivating and preserving our culture through videos and films, this industry can be one of the economy contributors and opened up the job opportunity regardless of backgrounds. Thus, as the important essence of one's production, camera operator is the main technical crew in order to produce the most quality video or film as shown as Occupational Analysis in Figure 1,1..

Therefore, this NOSS document is structured to generate as much as possible of skilful labour or personnel that are very enthusiastic, passionate and qualified to work in the video or film production industry. The personnel who undergo training based on this NOSS may be able to gain skill as cameraman and bliss incomes based on his or her skills, experience and the production firm itself. The level 3

of this NOSS will describe capability in performing some complex technical works in performing shooting operation in which it involves incorporating a variety of video or film techniques using digital, electronic and film cameras. Further, this NOSS has been developed from the discussion made by the industrial experts who have been years in the industries and according to industry's needs. The demand for qualified and experienced camera operator for video or film shooting is important as it is now and may increase in the near future.

This NOSS will definitely be usable to produce the most skilful personnel for the benefit of the industry as well as the country. Those who are interested may enrol with minimum requirement such as possesses SPM certificates, Malaysia Skills Certificate (SKM) Level 2 , mentally and physically fit and proficient in English is an advantage.

2. OCCUPATIONAL STRUCTURE

Video / Film Production (Shooting) personnel come under the Sector Information Communication Technology and Sub-Sector of Digital Creative. Fig. 1.1 shows the structured career path of Video / Film Production (Shooting) 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)	Creative/ Technical				
L7	cinematographer									
L6	DOP									
L5	Producer/ Director	Production Designer			Technical Producer / Technical Director	Gaffer	Senior Audio Engineer	Director	Producer	
L4	Script Writer	Art Director			Cameraman	Senior Lighting Technician	Audio Engineer	Editor	Production Manager	
L3	<i>No level</i>	Assistant Art designer			camera operator	Lighting Technician	Assistant Audio Engineer	Asst Editor	Asst Production manager	
L2	<i>No level</i>	Make up Artist	Set Designer	Prop Man	Wardrobe	Camera Assistant / Rigger	Lighting Assistant	Audio Technician	Graphic Artist	production Coordinator
L1	<i>No level</i>									

Figure 1.1 Occupational Profile for Video / Film Production (Shooting) personnel

SECTOR INFORMATION TECHNOLOGY & COMMUNICATION (ICT)	
SUB – SECTOR DIGITAL CREATIVE	
LEVEL	TECHNICAL (CAMERA)
L5	VIDEO / FILMPRODUCTION (SHOOTING)
L4	VIDEO / FILM PRODUCTION (SHOOTING)
L3	VIDEO / FILM PRODUCTION (SHOOTING)
L2	VIDEO / FILM PRODUCTION (SHOOTING)
L1	<i>NO LEVEL</i>

Figure 1.1 Occupational Area Analysis (OAA) for Video / Film Production (Shooting) 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: (Operation and Production Level)	Competent in performing a range of varied work activities, most of which are routine and predictable.
Malaysia Skills Certificate Level 2: (Operation and Production Level)	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: (Supervisory Level)	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: (Executive Level)	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: (Managerial Level)	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 will be awarded with Malaysia Skills Certificate (SKM) for Level 3 after being assessed, verified and fulfilled the Malaysian Skill Certification requirements.

5. JOB COMPETENCIES

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

- Video Shooting Indoor
- Video Shooting Outdoor
- Broadcast Shooting Indoor
- Broadcast Shooting Outdoor
- Shooting Equipment Maintenance

6. WORKING CONDITIONS

Generally, shooting personnel for video or film production work is according to project schedule and responsible to meet project deadlines. He/ or she is also responsible to adhere to workplace standard operating procedure and project requirement. They must also be always to complete the job in a given schedule,. They must also aware of new technologies on hardware and software applications in order to keep abreast in the rapidly changing ICT sector. They may work individually or in a team in a minimum supervision by superior.

Personnel in this field of work also required to adhere to safety and security procedures because the working environment. in shooting for video or film production use lots of electrical and electronic equipment and devices that may lead to exposure to various accidents especially during outdoor shooting activities.

Video or film production is more on working in both outdoor and indoor locations. It's a very physical production which requires handling multi task works, logistic, tight shooting schedule, working in a group of individuals at one time as well as working with an approved budget and timeline given by producer or company. A video technical director is a number one technical personnel which lead the team in the video shooting production

The experts from the industry recommended that the entry level for shooting personnel for video or film production normally a camera assistant or rigger is at Level 2. The justification is based on the nature of work that requires competency in performing some technical work activities that needs some technical skills. Generally they work following instructions and project schedule, Standard Operation Procedure and compliance with safety procedure that has been prepared on project basis as per term of reference.

7. EMPLOYMENT PROSPECTS

There is a high demand for skilled personnel in Digital Creative industry as the industry is developing rapidly. Based on recognition towards creative industry by Malaysia Government, such support as film fund from various government agencies. 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 shooting personnel for video or film production 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.

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.

Other related occupations / industries with respect to employment opportunities are:

- Production house
- Advertising agency
- Broadcasting agency (TV Station)
- Multimedia department (large corporation)
- Personal business
- Training centre
- Multi national corporation
- International airports

8. SOURCES OF ADDITIONAL INFORMATION

Local

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

- **Perbadanan Kemajuan Filem Nasional Malaysia (FINAS)**

Kompleks Studio Merdeka, Jalan Hulu Kelang,
68000 Ampang, Selangor,
MALAYSIA.

Telephone: +603 41041300

Fax: +603 41075216

Emel: am@finas.gov.my

- **Radio Televisyen Malaysia (RTM)**

Wisma TV, Angkasapuri, 50614, Kuala Lumpur.

Telephone: +603 2282 5333

Faks: +603 2282 7146

- **Kementerian Penerangan Komunikasi & Kebudayaan**

Kompleks Sultan Abdul Samad,
Jalan Raja 50610, Kuala Lumpur, Malaysia.

Tel : 03-26127600 Faks : 03-26935114

Wisma TV, Angkasapuri, 50610 Kuala Lumpur, Malaysia.

Telephone : 03-22987400, 03-22825333

Faks : 03-22848115

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

9. APPROVAL DATE

The National Skills Development Board (MPKK), Ministry of Human Resources has agreed and endorsed this Standard.

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.

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

VIDEO / FILM PRODUCTION (SHOOTING)

LEVEL 3

PANEL EXPERT		
1.	Mohd Khirin Bin Omar	Production Director Lunca Emas Sdn Bhd
2.	Nor Iman Bin Ab Rahim	Head of Post Production Tapirreka Sdn Bhd
3.	Shamsaimun Bin Ezil	Production Producer Homework Studio
4.	Amir Hamzah Bin Hashim	Production Director ZNG Production Sdn Bhd
5.	Mohd Safwan Bin Ab Karim	Executive Director Animonsta Studios
6.	Mohd Asrin Bin Abdullah	Senior Designer KRU Studios
7.	Shaiful Rizal Bin Mohd Jaafar	Executive Tenaga Nasional Berhad
8.	Mohd Hafiz Bin Haron	Senior Animator Animagis Sdn Bhd
9.	Rasidan Bin Muhamad Ramli	Creative Director DFX Studios
10.	Mohd Asrol Sani Bin Othman	Video Director Bigscreen Studio
11.	Abdul Razak Bin Abdullah	Business Development Manager Infohibur Productions Sdn. Bhd.
12.	Khairur Rizal Bin Jalani	Director Creatmotion Sdn. Bhd.
FACILITATOR		
1.	Saiful Anwar Bin Abu Hasan	Training Consultant International Islamic Research Academy Sdn Bhd
CO-FACILITATOR		
1.	Salina Binti Roslan	Operation Executive International Islamic Research Academy Sdn Bhd

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

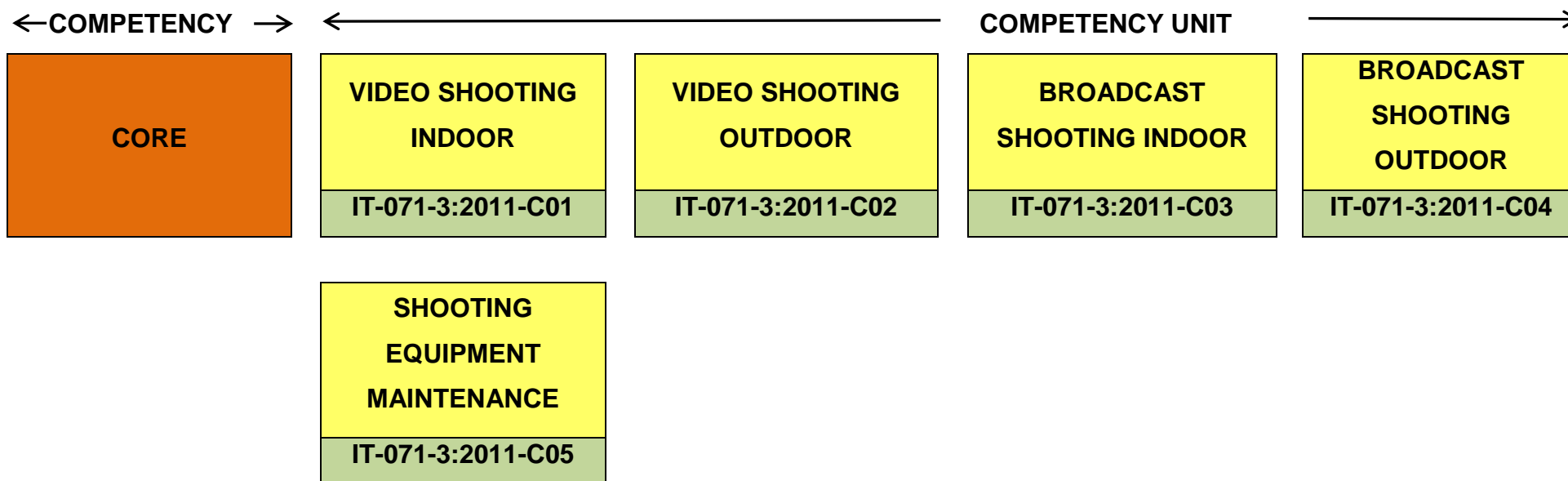
VIDEO / FILM PRODUCTION (SHOOTING)

LEVEL 3

PANEL EXPERT		
1.	Rozaimi Bin Md Taib	Producer NTV7
2.	Benjamin Sevang	Producer TV3
3.	Mohd Khirin Bin Omar	Production Director Lunca Emas Sdn Bhd
4.	Nor Iman Bin Ab Rahim	Head of Post Production Zebrafx Sdn Bhd
5.	Shamsaimun Bin Ezil	Production Producer Homework Studio
6.	Amir Hamzah Bin Hashim	Production Director ZNG Production Sdn Bhd
7.	Mohd Safwan Bin Ab Karim	Executive Director Animonsta Studios
8.	Rasidan Bin Muhamad Ramli	Creative Director DFX Studios
9.	Shaiful Rizal Bin Mohd Jaafar	Executive Tenaga Nasional Berhad
10.	Mohd Asrol Sani Bin Othman	Video Director Bigscreen Studio
11.	Sharon Binti Aziz	Head Of School Cosmopoint Sdn Bhd
FACILITATOR		
1.	Saiful Anwar Bin Abu Hasan	Training Consultant International Islamic Research Academy Sdn Bhd
CO-FACILITATOR		
1.	Salina Binti Roslan	Operation Executive International Islamic Research Academy Sdn Bhd

JOB PROFILE CHART (JPC)

SECTOR	INFORMATION TECHNOLOGY & COMMUNICATION (ICT)		
SUB SECTOR	DIGITAL CREATIVE		
JOB AREA	VIDEO / FILM PRODUCTION (SHOOTING)		
JOB LEVEL	THREE (3)	JOB AREA CODE	IT-071-3:2011



COMPETENCY PROFILE (CP)

Sub Sector	DIGITAL CREATIVE
Job Area	VIDEO / FILM PRODUCTION (SHOOTING)
Level	THREE (3)

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
1. Video Shooting Indoor	IT-071- 3:2011-C01	Video Shooting Indoor activities is focusing on a studio based and inside building or interior based shooting for rehearsal or actual based on the script or storyboard and director requirements and in accordance with Local Authority Regulations. Ability to identify possible problem that may occur during or before video shooting activities and compliance to SOP and Safety Procedure is essential.	1. Identify video shooting indoor production requirement 2. Setup video shooting equipment on set or location 3. Perform video shooting for rehearsal 4. Perform actual video shooting	1.1 Script and storyboard determined 1.2 Video format / concept and shooting equipment determined 2.1 Video equipment set up 2.2 Equipment function tested 3.1 Video recorded as per director requirement 4.1 Video recorded as per director requirement

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
			5. Preview recorded scene to Director 6. Dismantle of Video Shooting Equipments	5.1 Recorded scene approved by director 6.1 All equipment properly packed and stored 6.2 SOP and Safety procedure complied
2. Video Shooting Outdoor	IT-071-3:2011-C02	Video Shooting activities is focusing on outdoor location for rehearsal or actual based on the script or storyboard according to director's requirement and ability to apply esthetical value and cinematography skills in accordance with Local Authority Regulations. Ability to identify possible problem that may occur during or before video shooting activities and	1. Identify video shooting outdoor production requirement 2. Setup video shooting equipment on set or location 3. Perform video shooting for rehearsal	1.1 Script and storyboard determined 1.2 Video format / concept and Shooting equipment determined 2.1 Video equipment set up completed 2.2 Equipment function tested 3.1 Video recorded as per director requirement

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
		compliance to SOP and Safety Procedure is essential	4. Perform actual video shooting 5. Preview recorded scene to Director 6. Dismantle of Video Shooting Equipments 7. Prepare recorded material for editing	4.1 Video recorded as per director requirement 4.2 Video cinematography skill applied 5.1 Recorded scene approved by director 6.1 All equipment properly stored 6.2 SOP and Safety procedure complied 7.1 Recorded material saved properly 7.2 Recorded material labelled properly 7.3 Recorded material submitted and receive acknowledged

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
3. Broadcast Shooting Indoor	IT-071- 3:2011-C03	<p>Broadcast Live or recorded shooting activities is done in a well-design studio set-up that provides proper environment and coordination of all major elements – cameras, lighting, sound, scenery and the action of performance which based on the script or storyboard and director requirements.</p> <p>Ability to test broadcast audio/video signals and .apply esthetical value and compliance to SOP and Safety Procedure in accordance with Local Authority Regulations are essential</p>	<p>1. Identify broadcast shooting indoor production requirement</p> <p>2. Setup broadcast shooting equipments on location</p> <p>3. Perform broadcast shooting rehearsal</p>	<p>1.1 Script and cue sheet determined</p> <p>1.2 Camera placing / angle determined</p> <p>1.3 Broadcast format determined</p> <p>1.4 Broadcast Shooting equipments determined</p> <p>1.5 Broadcast Shooting Location determined</p> <p>2.1 Broadcast shooting equipments set</p> <p>2.2 signal cable patched to switcher and monitor at control room</p> <p>2.3 Broadcast shooting equipment functionality tested</p> <p>3.1 Instruction from director / producer received</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
			<p>4. Perform LIVE broadcast shooting</p> <p>5. Preview recorded scene to Director</p> <p>6. Dismantle broadcast Shooting Equipments</p>	<p>3.2 Broadcast shooting requirement determined</p> <p>3.3 Live video signal tested</p> <p>4.1 Broadcast shooting recorded as per director / producer requirement</p> <p>4.2 Broadcast audio / video signal fedded to control room</p> <p>5.1 Recorded scene approved by director</p> <p>6.1 All equipment properly stored</p> <p>6.2 SOP and Safety procedure complied</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
4. Broadcast Shooting Outdoor	IT-071-3:2011-C04	Live or recorded shooting activities for event, concerts, sports, news, talk-show in a well-design studio set-up or outdoor that provides for the proper environment. Coordination of all major elements – cameras, lighting, sound, scenery and the action of performance which based on the script or storyboard and director requirements. Ability to apply esthetical value compliance to SOP and Safety Procedure in accordance with Local Authority Regulations.	<ol style="list-style-type: none"> 1. Identify broadcast shooting outdoor production requirement 2. Setup broadcast shooting equipments on location 	<ol style="list-style-type: none"> 1.1 Script and cue sheet determined 1.2 Camera placing / angle determined 1.3 Broadcast format determined 1.4 Broadcast Shooting equipments determined 1.5 Broadcast Shooting Location determined 2.1 Broadcast shooting equipments set 2.2 Video signal cable patched to switcher and monitor at control room as requirement 2.3 Broadcast shooting equipment functionality tested

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
			<p>3. Perform broadcast shooting rehearsal</p> <p>4. Perform LIVE broadcast shooting</p> <p>5. Dismantle broadcast Shooting Equipments</p>	<p>3.1 Instruction from director / producer received</p> <p>3.2 Broadcast shooting requirement determined</p> <p>3.3 Live video signal tested</p> <p>4.1 Broadcast shooting recorded as per director / producer requirement</p> <p>4.2 Broadcast audio / video signal feeded to control room</p> <p>5.1 All equipment properly packed and stored</p> <p>5.2 SOP and Safety procedure complied</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
5. Shooting Equipment Maintenance	IT-071-3:2011-C05	Shooting equipment maintenance involves in regular checking of equipments functionalities according to planned schedule and maintenance checklist. The personnel shall be able to carry out inspection and maintenance activities to ensure the equipments are in good conditions at the required time.	<ol style="list-style-type: none"> 1. Perform basic preventive equipments maintenance 2. Identify equipments needs for corrective maintenance 3. Prepare equipments maintenance activities record 4. Submit report to director 	<ol style="list-style-type: none"> 1.1 Preventive equipments maintenance checklist determined 1.2 Regular cleaning, calibrating or servicing of equipments completed 2.1 Corrective maintenance equipment list determined 2.2 Repair or part replacement for defective equipments completed 3.1 Maintenance record filed 4.1 Report approved by director

CURRICULUM of COMPETENCY UNIT (CoCU)

Sub Sector	DIGITAL CREATIVE						
Job Area	VIDEO / FILM PRODUCTION (SHOOTING)						
Competency Unit Title	VIDEO SHOOTING INDOOR						
Competency Unit Descriptor	Video Shooting Indoor activities is focusing on a studio based and inside building or interior based shooting for rehearsal or actual based on the script or storyboard and director requirements and in accordance with Local Authority Regulations. Ability to identify possible problem that may occur during or before video shooting activities and compliance to SOP and Safety Procedure is essential.						
Competency Unit ID	IT-071-3:2011-C01	Level	3	Training Duration	330 Hours	Credit Hours	33

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
1. Identify video shooting production requirement	i. Video Format, Concept and Shooting Equipment <ul style="list-style-type: none"> • Movie • Music video • Corporate video • Event coverage • Documentary • News • Talk Show • Game Show ii. Treatment iii. Script			20 hours	Lecture	<ul style="list-style-type: none"> • Production requirements understood • Numbers and type of camera determined as per requirements • Type of camera system and recording formats determined

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	iv. Storyboard v. Numbers of camera vi. Types of camera <ul style="list-style-type: none"> • Analogue • Digital • HD vii. Types of camera recording formats i.e.: <ul style="list-style-type: none"> • SD • HD • 2K / 4K viii. Types of aspect ratio i.e.: <ul style="list-style-type: none"> • 4:3 • 16:9 • Wide Screen ix. Types various shooting formats i.e.: <ul style="list-style-type: none"> • PAL • NTSC • FILM 					

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	x. Types of cable <ul style="list-style-type: none"> • Triax (Triaxial cable) i.e.: <ul style="list-style-type: none"> - Power - Visual - Remote • Fiber Optics i.e.: <ul style="list-style-type: none"> - Visual - Data xi. Types of camera system <ul style="list-style-type: none"> • Electronic News Gathering (ENG) • Electronic Field Production (EFP) 					
		i. Understanding of concept, treatment, script and storyboard ii. Determine Video Format, Concept and Shooting Equipment	i. Liaise with Production Superior.	45 hours	Demonstration	

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
2. Setup video shooting equipment on set or location	i. Shooting criteria <ul style="list-style-type: none"> • Location / Time <ul style="list-style-type: none"> - Outdoor / Indoor - Day / Night - Weather - Land / Sea / Air • Shooting duration <ul style="list-style-type: none"> - Daily / Weekly / Monthly ii. Shooting schedule iii. Designated cameras placement iv. Type of cable, connectors and adapters v. Equipments testing <ul style="list-style-type: none"> • Camera • Lens • Radio Frequency (RF) • Tripod • Filter • Cable • Monitor • Battery pack 			20 hours	Lecture	<ul style="list-style-type: none"> • Shooting location, time and duration determined • Lens and accessories connected to camera according to manufacturer product manual. • Camera setup completed according to production schedule. • Proper protection on equipments ensured

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	<ul style="list-style-type: none"> • Pedestal • JIB – ARM • JIMMY JIB • Crane • Spider Camera 					
		<ul style="list-style-type: none"> i. Connect camera with correct accessories ii. Check and test all equipment and accessories condition iii. Make accurate reports of any loss or damage iv. Protect equipment when in store or travelling v. Use suitable packaging materials for protection purposes 	<ul style="list-style-type: none"> i. Comply to safety handling methods. ii. Responsible for the safety of the crew iii. Ensure safe temperature range of storage iv. Avoid from magnetic field v. Proper storage to avoid humid environment vi. Comply to safety of lifting and handling methods 	40 hours	Demonstration	

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
3. Perform video shooting for rehearsal	i. Actual documentation from Director / DOP. <ul style="list-style-type: none"> • Scene shooting List • Script • Storyboard ii. Shots Continuity in Video Shooting			15 hours	Lecture	<ul style="list-style-type: none"> • All equipments checked before shooting • Video recorded according to Director's requirement. • Cinematography performed according to Director requirement. • Assessment of pre recorded rehearsal are previewed for ammenmend • Recorded scene approved by Director
		i. Record video as per director's requirement. ii. Apply cinematography according to DOP's Instruction iii. Check chosen lenses /filter iv. Test live video/audio signal v. Check intercom readiness vi. Set opening shot	i. Follow production requirements. ii. Attend rehearsal (s) / critiques session (s) for briefing iii. Secure adequate camera cable behind camera for movement flexibility iv. alert floor director when opening shots ready v. Listen and follow the director calls	60 hours	Demonstration	

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		vii. Rehearse requirement shot of set/talent viii. Add creativity in composing shot	vi. Meet with producer / director for debriefing and post mortem			
4. Perform actual video shooting	i. Obtain the related documentation from Director / DOP. <ul style="list-style-type: none"> • Scene shooting List • Script • Storyboard ii. Assign camera operator iii. Shots Continuity in Video Shooting. iv. Work program format and shot lists			15 hours	Lecture	<ul style="list-style-type: none"> • All equipments checked before shooting • Video recorded according to Director's requirement. • Cinematography performed according to DOP requirement. • All elements involved are ready prior to SCP / MCP postproduction • Continue as in the production stage of the program

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		<ul style="list-style-type: none"> i. Record video as per director's requirement. ii. Apply cinematography according to DOP's instruction iii. Check lens filter choice iv. Test live video / audio signal v. Check intercom readiness vi. Set opening shots vii. Execute shooting as Director order viii. Creativity in composing shot 	<ul style="list-style-type: none"> i. Follow production requirements. ii. Secure adequate camera cable behind camera for movement flexibility iii. alert floor director when opening shots ready iv. Listen and follow the director calls v. Meet with producer / director for debriefing and post mortem 	45 hours	Practical	

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
5. Preview recorded scene to Director	i. Ability to identify required shot requested by director. ii. Proper management of recorded media. <ul style="list-style-type: none"> • Tapes <ul style="list-style-type: none"> - Beta (Analogue / Digital) - DV Tape - HD Tape • Hard Disk <ul style="list-style-type: none"> - Docking Card - Firestore • Memory stick • Film stock 			15 hours	Lecture	<ul style="list-style-type: none"> • Requested shots successfully previewed to director according to required schedule. • All recorded media stored safely.
		i. Record shot as required ii. Ability to Use related machines to playback requested recorded scenes. iii. Compiled recorded shot	i. Always follow continuity sheet to avoid rerecording overlap <ul style="list-style-type: none"> • Timecode • Continuity • Script/storyboard 	20 hours	Demonstration	

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
6. Dismantle of Video Shooting Equipments	i. Identify related shooting equipments to disassemble <ul style="list-style-type: none"> • Camera • Lens • Tripod • Filter • Monitor • Battery pack • Cables and connectors 			15 hours	Lecture	<ul style="list-style-type: none"> • All related video shooting equipments disassembled after used. • Any malfunction, breakage, fault reported to relevant personnel.
		i. Supervise on dismantling of cameras and accessories ii. Check all equipment and accessories condition. iii. Make accurate reports of any loss or damage	i. Ensure all components are returned tidily into their original cases. ii. Ensure all video shooting equipments are cleaned. iii. Perform checks on the accessories for fault, breakage and malfunction	20 hours	Demonstration	<ul style="list-style-type: none"> • Handling and storing of equipments according to safety regulations. • Responsible for the safety of the crew members

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
			iv. Video shooting equipments stored safely and securely.			

Employability Skills

Core Abilities	Social Skills / Social Values
01.11 Apply thinking skills and creativity 02.10 Prepare report and instructions 02.11 Convey information and ideas to people 03.09 Manage and improve performance of individuals 03.10 Provide consultation and counselling 03.13 Develop and maintain team harmony and resolve conflicts 03.14 Facilitate and coordinate teams and ideas 04.06 Allocate work 05.01 Implement project / work plans 05.02 Inspect and monitor work done and / or in progress	1. Communication skills 2. Conceptual skills 3. Interpersonal skills 4. Multitasking and prioritizing 5. Self-discipline 6. Teamwork 7. Learning skills 8. Leadership skills 9. Cooperation 10. Patience 11. Punctuality 12. Respect

Tools, Equipment and Materials (TEM)

ITEMS	RATIO (TEM : Trainees)
1. Camera	1:10
2. Script	1:1
3. Storyboard	1:1
4. Shooting schedule	1:1
5. Manufacturer product manual	1:2
6. Lenses	1:5
7. Accessories	1:5
8. Scene shooting list	1:1
9. Work program format and short list	1:1
10. Recorded media	1:10

References

REFERENCES
1. Frederic H. Jones (2001), <i>How to do Everything with Digital Video</i>
2. Barry Braverman (2009), <i>Video Shooter, Second Edition: Storytelling with HD Cameras</i>
3. Joan Merrill (1993), <i>Camcorder Video: Shooting and Editing Techniques</i>
4. Paul Martingell (2008), <i>Better Location Shooting: Techniques for Video Production</i>
5. Frederic W. Rosen (1984), <i>Shooting Video</i>

CURRICULUM of COMPETENCY UNIT (CoCU)

Sub Sector	DIGITAL CREATIVE						
Job Area	VIDEO / FILM PRODUCTION (SHOOTING)						
Competency Unit Title	VIDEO SHOOTING OUTDOOR						
Competency Unit Descriptor	Video Shooting activities is focusing on outdoor location for rehearsal or actual based on the script or storyboard according to director's requirement and ability to apply esthetical value and cinematography skills in accordance with Local Authority Regulations. Ability to identify possible problem that may occur during or before video shooting activities is essential						
Competency Unit ID	IT-071-3:2011-C02	Level	3	Training Duration	395 Hours	Credit Hours	40

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
1. Identify video shooting outdoor production requirement	i. Video Format, Concept and Shooting Equipment <ul style="list-style-type: none"> • Movie • Music video • Corporate video • Event coverage • Documentary • News • Talk Show • Game Show • Etc. i. Treatment ii. Script			30 hours	Lecture	<ul style="list-style-type: none"> • Production requirement understood as per director request • Numbers and type of camera determined according to format and system requirement • All job tasks completed according to schedule

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	iii. Storyboard iv. Numbers of camera v. Types of camera <ul style="list-style-type: none"> • Analogue • Digital • HD vi. Types of camera recording format <ul style="list-style-type: none"> • SD • HD • 2K / 4K vii. Types of aspect ratio <ul style="list-style-type: none"> • 4:3 • 16:9 • Wide Screen viii. Types various shooting format <ul style="list-style-type: none"> • PAL • NTSC • FILM 					

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	ix. Types of cable <ul style="list-style-type: none"> • Triax (Triaxial cable) <ul style="list-style-type: none"> - Power - Visual - Remote • Fiber Optics <ul style="list-style-type: none"> - Visual - Data x. Types of camera system <ul style="list-style-type: none"> • Electronic News Gathering (ENG) • Electronic Field Production (EFP) 					
		i. Understand concept, treatment, script and storyboard ii. Determine Video Format, Concept and Shooting Equipment	i. Liaise with Production Superior. ii. Job tasks correctly assigned to relevant camera operators	45 hours	Demonstration	

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		iii. Determine format / rundown sheet for program unit iv. Distinguish relevant camera cue card for MCP	iii. Follow production requirement			
2. Setup video shooting equipment on set or location	i. Shooting criteria <ul style="list-style-type: none"> • Location / Time <ul style="list-style-type: none"> - Outdoor / Indoor - Day / Night - Weather - Land / Sea / Air • Shooting duration <ul style="list-style-type: none"> - Daily / Weekly / Monthly ii. Shooting schedule iii. Designated cameras placement iv. Type of cable, connectors and adapters			15 hours	Lecture	<ul style="list-style-type: none"> • Shooting location, duration and schedule determined. • Equipment requirements on set determined • Lens and accessories connected according to manufacturer product manual. • Camera setup carried out according to production requirement.

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	v. Equipments testing <ul style="list-style-type: none"> • Camera • Lens • Radio Frequency (RF) • Tripod • Filter • Cable • Monitor • Battery pack • JIB – ARM • JIMMY JIB • Pedestal • Crane 					
		i. Study shooting criteria ii. Classify Camera Setup and accessories iii. Check and test all equipment and accessories condition iv. Make accurate reports of any loss or damage	i. Comply to safety handling methods. ii. Responsible for the safety of the crew iii. Protect equipment when in store or travelling	45 hours	Demonstration	

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
			iv. Ensure safe temperature range of storage v. Avoid from magnetic field vi. Proper storage to avoid humid environment vii. Comply to safety of lifting and handling methods viii. Use suitable packaging materials for protection purposes			
3. Perform video shooting for rehearsal	i. Actual documentation from Director / DOP. <ul style="list-style-type: none"> • Scene shooting List • Script • Storyboard ii. Shots Continuity in Video Shooting.			15 hours	Lecture	<ul style="list-style-type: none"> • Video recorded according to Director's requirement. • Cinematography performed according to DOP

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		<ul style="list-style-type: none"> i. Record video as per director's requirement. ii. Apply cinematography according to DOP's Instruction iii. Check chosen lenses /filter iv. Test live video/audio signal v. Check intercom readiness vi. Set opening shot vii. Rehearse requirement shot of set/talent viii. Add creativity in composing shot 	<ul style="list-style-type: none"> i. Follow production requirements. ii. Refer producer / director for debriefing and post mortem 	45 hours	Demonstration	<p>requirement.</p> <ul style="list-style-type: none"> • Assessment of pre recorded rehearsal are previewed for ammenmend • All elements involved are ready prior to SCP / MCP . • Recorded scene approved by Director

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
4. Perform actual video shooting	i. Obtain the related documentation from Director / DOP. <ul style="list-style-type: none"> • Scene shooting List • Script • Storyboard ii. Assign camera operator iii. Shots Continuity in Video Shooting. iv. Work program format and shot list			15 hours	Lecture	<ul style="list-style-type: none"> • Video recorded according to Director's requirement. • Cinematography performed according to DOP requirement. • All elements involved are ready prior to SCP / MCP post production
		i. Record video as per director's requirement. ii. Apply cinematography according to DOP's instruction iii. Check lens filter choice iv. Test live video / audio signal	i. Follow production requirements. ii. Secure adequate camera cable behind camera for movement flexibility iii. alert floor director when opening shots ready	45 hours	Demonstration	<ul style="list-style-type: none"> • Continue as in the production stage of the program • Ammendment upon discreation by producer / director

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		v. Check intercom readiness vi. Set opening shots vii. Execute shooting as Director order viii. Creativity in composing shot	iv. Listen and follow the director calls v. Meet with producer / director for debriefing and post mortem			
5. Preview recorded scene to Director	i. Director Shot Requirement ii. Proper management of recorded media. <ul style="list-style-type: none"> • Tapes <ul style="list-style-type: none"> - Beta (Analogue / Digital) - DV Tape - HD Tape • Hard Disk <ul style="list-style-type: none"> - Docking Card - Firestore • Memory stick • Film stock 			20 hours	Lecture	<ul style="list-style-type: none"> • Requested shots successfully previewed to director according to required schedule. • All recorded media stored safely.

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		i. Ability to identify required shot requested by director. ii. Ability to use related machines to playback requested recorded scenes.	i. Always follow continuity sheet to avoid rerecording overlap. <ul style="list-style-type: none"> • Timecode • Continuity • Script/storyboard 	30 hours	Demonstration	
6. Dismantle of Video Shooting Equipments	i. Identify related shooting equipments to disassemble <ul style="list-style-type: none"> • Camera • Lens • Tripod • Filter • Monitor • Battery pack • Cables and connectors 			15 hours	Lecture	<ul style="list-style-type: none"> • All related video shooting equipments disassembled after used • Report on malfunction, breakage, fault produced.
		i. Capable to supervise of dismantling cameras and accessories	i. Ensure all video shooting equipments are cleaned. ii. Video shooting equipments stored safely and securely.	25 hours	Demonstration	<ul style="list-style-type: none"> • Handling and storing of equipments according to safety regulations. • Responsible for the safety of the crew members

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		ii. Check all equipment and accessories condition iii. Make accurate reports of any loss or damage iv. Perform checks on the accessories for fault, breakage and malfunction	iii. Ensure all components are returned tidily into their original cases.			
7. Prepare recorded material for editing	i. Proper management of recorded media. <ul style="list-style-type: none"> • Tapes <ul style="list-style-type: none"> - Beta (Analogue / Digital) - DV Tape - HD Tape • Hard Disk <ul style="list-style-type: none"> - Docking Card - Firestore • Memory stick • Film stock 			20 hours	Lecture	<ul style="list-style-type: none"> • All recorded media labelled and stored safely. • All recorded media submitted for editing

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		i. Submit recorded media with related documentation. ii. Make proper labelling / notes iii. Deliver directly to person in charge for editing	i. Clear labelling of all documents ii. Handling and storing recorded media according to safety requirement.	30 hours	Demonstration	

Employability Skills

Core Abilities	Social Skills / Social Values
01.11 Apply thinking skills and creativity 02.10 Prepare report and instructions 02.11 Convey information and ideas to people 03.09 Manage and improve performance of individuals 03.10 Provide consultation and counselling 03.13 Develop and maintain team harmony and resolve conflicts 03.14 Facilitate and coordinate teams and ideas 04.06 Allocate work 05.01 Implement project / work plans 05.02 Inspect and monitor work done and / or in progress	1. Communication skills 2. Conceptual skills 3. Interpersonal skills 4. Multitasking and prioritizing 5. Self-discipline 6. Teamwork 7. Learning skills 8. Leadership skills 9. Cooperation 10. Patience 11. Punctuality 12. Respect

Tools, Equipment and Materials (TEM)

ITEMS	RATIO (TEM : Trainees)
1. Camera	1:10
2. Script	1:1
3. Storyboard	1:1
4. Shooting schedule	1:1
5. Manufacturer product manual	1:2
6. Lenses	1:5
7. Accessories	1:5
8. Scene shooting list	1:1
9. Work program format and short list	1:1
10. Recorded media	1:10
11. Cables, connectors & adapters	1:5
12. Designated cameras placement	1:5

References

REFERENCES
1. Frederic H. Jones (2001), <i>How to do Everything with Digital Video</i>
2. Barry Braverman (2009), <i>Video Shooter, Second Edition: Storytelling with HD Cameras</i>
3. Joan Merrill (1993), <i>Camcorder Video: Shooting and Editing Techniques</i>
4. Paul Martingell (2008), <i>Better Location Shooting: Techniques for Video Production</i>
5. Frederic W. Rosen (1984), <i>Shooting Video</i>

CURRICULUM of COMPETENCY UNIT (CoCU)

Sub Sector	DIGITAL CREATIVE						
Job Area	VIDEO / FILM PRODUCTION (SHOOTING)						
Competency Unit Title	BROADCAST SHOOTING INDOOR						
Competency Unit Descriptor	Broadcast Live or recorded shooting activities is done in a well-design studio set-up that provides proper environment and coordination of all major elements – cameras, lighting, sound, scenery and the action of performance which based on the script or storyboard and director requirements. Ability to test broadcast audio/video signals and .apply esthetical value and cinematography skills in accordance with Local Authority Regulations are essential						
Competency Unit ID	IT-071-3:2011-C03	Level	3	Training Duration	280 Hours	Credit Hours	28

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
1. Identify broadcast shooting indoor production requirement	i. Script and cue sheet ii. Work Program format and shot lists iii. Study camera placement / angle iv. Study Broadcasting Format <ul style="list-style-type: none"> • Live Telecast • Recorded 			20 hours	Lecture	<ul style="list-style-type: none"> • Format / rundown sheet selected according to broadcasting requirement • Broadcasting equipment correctly selected according to broadcasting format

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	v. Type of broadcasting equipment <ul style="list-style-type: none"> • Camera type (Beta Cam, XD Cam, etc) • Switcher • Headset • Cordless mic • Rigging apparatus • Audio & video cables vi. Broadcast shooting location <ul style="list-style-type: none"> • Studio • Stage • Outdoor 	i. Determine format / rundown sheet for program unit ii. Distinguish relevant camera cue card for MCP	i. Follow production requirement	35 hours	Demonstration	

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
2. Setup broadcast shooting equipments on location	i. Type of broadcasting shooting equipment <ul style="list-style-type: none"> • Camera type • Switcher • Headset • Cordless microphone • Rigging apparatus • Audio & Video cable • Radio Frequency (RF) Transmission ii. Broadcasting shooting equipment functionality <ul style="list-style-type: none"> • zoom • pan • tilt • dolly • truck • pedestal • arc control 			15 hours	Lecture	<ul style="list-style-type: none"> • Broadcasting shooting equipment inspected prior to setting up • Broadcasting shooting equipment functionality tested • Inspection report produced according to requisition • Camera located as floor plan • Suitable packaging materials are used for protection • Proper storage is executed

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		i. Check broadcast shooting equipment condition ii. Test broadcasting shooting equipment functionality iii. Assigned camera according to floor plan iv. Protect equipment when in store or travelling	i. Comply to safety of lifting and handling methods ii. Ensure safe temperature range of storage iii. Avoid from magnetic field	40 hours	Demonstration	
3. Perform broadcast shooting rehearsal	i. Shooting requirements ii. Shooting equipments availability iii. Work program format and shot lists iv. Shots continuity in broadcast shooting			15 hours	Lecture	<ul style="list-style-type: none"> • Assessment of pre recorded rehearsal are previewed • All elements involved are ready prior to SCP / MCP • Sufficient camera and accessories available • Shooting continue as in the production stage of the program

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		i. Check lens filter choice ii. Test live video / audio signal iii. Check intercom readiness iv. Set opening shots v. Practice required shots of set / talent vi. Secure adequate camera cable behind camera for movement flexibility vii. Alert floor director when opening shots ready	i. Always attend rehearsal / critique session ii. Listen and follow the director calls iii. Refer producer / director for any doubt / advice	40 hours	Demonstration	
4. Perform LIVE broadcast shooting	i. Work program format and shot lists			15 hours	Lecture	<ul style="list-style-type: none"> All elements involved are ready prior to SCP / MCP postproduction

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		<ul style="list-style-type: none"> i. Check lens filter choice ii. Test live video / audio signal iii. Secure adequate cable for camera movement flexibility iv. Check intercom readiness v. Alert floor director when shot is ready vi. Set opening shots vii. Execute shooting as Director order 	<ul style="list-style-type: none"> i. Always listen and follow the director calls ii. Meet with producer / director for briefing or advice 	30 hours	Demonstration	<ul style="list-style-type: none"> • Continue as in the production stage of the program • Ammendment upon discreation by producer / director
5. Preview recorded scene to Director	<ul style="list-style-type: none"> i. Proper management of recorded media. <ul style="list-style-type: none"> • Tapes <ul style="list-style-type: none"> - Beta (Analogue / Digital) - DV Tape - HD Tape • Hard Disk <ul style="list-style-type: none"> - Docking Card 			10 hours	Lecture	<ul style="list-style-type: none"> • Requested shots successfully previewed to director according to required schedule. • All recorded media stored safely.

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	<ul style="list-style-type: none"> - Firestore • Memory stick • Film stock 					
		<ul style="list-style-type: none"> i. Ability to identify required shot requested by director. ii. Use related machines to playback requested recorded scenes. 	<ul style="list-style-type: none"> i. Always follow continuity sheet to avoid rerecording overlap. <ul style="list-style-type: none"> • Timecode • Continuity • Script / storyboard 	20 hours	Demonstration	
6. Dismantle broadcast Shooting Equipments	<ul style="list-style-type: none"> i. Identify related shooting equipments to disassemble <ul style="list-style-type: none"> • Camera • Lens • Tripod • Filter • Monitor • Battery pack • Cables and connectors 			15 hours	Lecture	<ul style="list-style-type: none"> • All related broadcast shooting equipments disassembled after used • Report on malfunction, breakage, fault produced. • Handling and storing of equipments according to safety regulations.
		<ul style="list-style-type: none"> i. Capable to supervise of dismantling cameras and accessories 	<ul style="list-style-type: none"> i. Ensure all broadcast shooting equipments are cleaned. 	25 hours	Demonstration	<ul style="list-style-type: none"> • Responsible for the safety of the crew members

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		<ul style="list-style-type: none"> ii. Check all equipment and accessories condition iii. Make accurate reports of any loss or damage iv. Perform checks on the accessories for fault, breakage and malfunction 	<ul style="list-style-type: none"> ii. Broadcast shooting equipments stored safely and securely. iii. Ensure all components are returned tidily into their original cases. 			

Employability Skills

Core Abilities	Social Skills / Social Values
01.11 Apply thinking skills and creativity 02.10 Prepare report and instructions 02.11 Convey information and ideas to people 03.09 Manage and improve performance of individuals 03.10 Provide consultation and counselling 03.13 Develop and maintain team harmony and resolve conflicts 03.14 Facilitate and coordinate teams and ideas 04.06 Allocate work 05.01 Implement project / work plans 05.02 Inspect and monitor work done and / or in progress	1. Communication skills 2. Conceptual skills 3. Interpersonal skills 4. Multitasking and prioritizing 5. Self-discipline 6. Teamwork 7. Learning skills 8. Leadership skills 9. Cooperation 10. Patience 11. Punctuality 12. Respect

Tools, Equipment and Materials (TEM)

ITEMS	RATIO (TEM : Trainees)
1. Camera 2. Script 3. Cue sheet 4. Shooting schedule 5. Lens filter 6. Accessories 7. Work program format and short list 8. Broadcasting equipment 9. Recorded media	1:10 1:1 1:1 1:1 1:2 1:5 1:1 1:5 1:5

References

REFERENCES

1. Barry Braverman (2009, *Video Shooter*, Second Edition: *Storytelling with HD Cameras*)
2. Anthony Q. Artis (2007), *The Shut Up and Shoot Documentary Guide: A Down & Dirty DV Production*
3. Barry Dornfeld (1998), *Producing Public Television, Producing Public Culture*
4. D. M. Lindekugel (1994), *Shooters: TV News Photographers and their Work*
5. Chris Schneider (2007), *Starting Your Career in Broadcasting: Working On and Off the Air in Radio and Television*
6. Leonard Mogel (2004), *This Business of Broadcasting*

CURRICULUM of COMPETENCY UNIT (CoCU)

Sub Sector	DIGITAL CREATIVE						
Job Area	VIDEO / FILM PRODUCTION (SHOOTING)						
Competency Unit Title	BROADCAST SHOOTING OUTDOOR						
Competency Unit Descriptor	Live or recorded shooting activities for event, concerts, sports, news, talk-show in a well-design studio set-up or outdoor that provides for the proper environment. Coordination of all major elements – cameras, lighting, sound, scenery and the action of performance which based on the script or storyboard and director requirements. Ability to apply esthetical value and cinematography skills in accordance with Local Authority Regulations.						
Competency Unit ID	IT-071-3:2011-C04	Level	3	Training Duration	215 Hours	Credit Hours	22

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
1. Identify broadcast shooting outdoor production requirement	i. Script and cue sheet ii. Work Program format and shot lists iii. Study camera placement / angle iv. Study Broadcasting Format <ul style="list-style-type: none"> • Live Telecast • Recorded 			20 hours	Lecture	<ul style="list-style-type: none"> • Format or rundown sheet selected according to broadcasting requirement • Broadcasting equipment correctly selected according to broadcasting format • Relevant camera cue card for MCP

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	v. Type of broadcasting equipment <ul style="list-style-type: none"> • Camera type (Beta Cam, XD Cam, etc) • Switcher • Headset • Cordless mic • Rigging apparatus • Audio & video cables vi. Broadcast shooting location <ul style="list-style-type: none"> • Studio • Stage • Outdoor 	i. Determine format / rundown sheet for program unit ii. Distinguish relevant camera cue card for MCP	i. Follow production requirement	30 hours	Demonstration	determined

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
2. Setup broadcast shooting equipments on location	i. Type of broadcasting shooting equipment <ul style="list-style-type: none"> • Camera type • Switcher • Headset • Cordless microphone • Rigging apparatus • Audio & Video cable • Radio Frequency (RF) Transmission ii. Broadcasting shooting equipment functionality <ul style="list-style-type: none"> • Zoom • Pan • Tilt • Dolly 			15 hours	Lecture	<ul style="list-style-type: none"> • Broadcast shooting equipment inspected according to factory setting • Broadcast shooting equipment functionality tested • Camera placed correctly according to floor plan • Report produced according to requisition
		i. Check broadcast shooting equipment condition ii. Test broadcasting shooting equipment functionality	i. Comply to safety of lifting and handling methods ii. Ensure safe temperature range of storage iii. Avoid from magnetic field	30 hours	Demonstration	

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		iii. arc control iv. Assigned camera according to floor plan v. Protect equipment when in store or travelling vi. Use suitable packaging materials for protection purposes	iv. Proper storage to avoid humid environment			
3. Perform broadcast shooting rehearsal	i. Work program format and shot lists ii. required shots of set / talent iii. intercom readiness			10 hours	Lecture	<ul style="list-style-type: none"> • Assessment of pre recorded rehearsal are previewed for ammendment • All elements involved are ready prior to SCP / MCP

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		i. Check lens filter choice ii. Test live video / audio signal iii. Check intercom readiness iv. Secure adequate camera cable for movement flexibility v. Alert floor director when opening shots ready vi. Set opening shots vii. Practice required shots of set / talent	i. Follow production requirement ii. Listen and follow the director calls iii. Meet with producer / director for briefing or advice iv. Follow to any safety procedure	30 hours	Demonstration	<ul style="list-style-type: none"> Shooting continue as in the production stage of the program Safety procedures complied
4. Perform LIVE broadcast shooting	i. Work program format and shot lists			10 hours	Lecture	<ul style="list-style-type: none"> All elements involved are ready prior to SCP / MCP postproduction Shooting continue as in the production stage of

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		<ul style="list-style-type: none"> i. Check lens filter choice ii. Test live video / audio signal iii. Check intercom readiness iv. Secure adequate camera cable behind camera for movement flexibility v. Alert floor director when opening shots ready vi. Set opening shots vii. Shooting executed Director order 	<ul style="list-style-type: none"> i. Listen and follow the director calls ii. Meet with producer / director for briefing or advice iii. Follow to any safety procedure 	30 hours	Demonstration	<p>the program</p> <ul style="list-style-type: none"> • Amendment done upon discretion by producer / director • Safety procedures complied

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
5. Dismantle broadcast Shooting Equipments	i. Identify related shooting equipments to disassemble <ul style="list-style-type: none"> • Camera • Lens • Tripod • Filter • Monitor • Battery pack • Cables and connectors 			15 hours	Lecture	<ul style="list-style-type: none"> • All related broadcast shooting equipments disassembled after used • Report on malfunction, breakage, fault produced.
		i. Capable to supervise of dismantling cameras and accessories ii. Check all equipment and accessories condition iii. Make accurate reports of any loss or damage iv. Perform checks on the accessories for fault, breakage and malfunction	i. Ensure all broadcast shooting equipments are cleaned. ii. Broadcast shooting equipments stored safely and securely. iii. Ensure all components are returned tidily into their original cases	25 hours	Demonstration	<ul style="list-style-type: none"> • Handling and storing of equipments according to safety regulations. • Responsible for the safety of the crew members

Employability Skills

Core Abilities	Social Skills / Social Values
01.11 Apply thinking skills and creativity 02.10 Prepare report and instructions 02.11 Convey information and ideas to people 03.09 Manage and improve performance of individuals 03.10 Provide consultation and counselling 03.13 Develop and maintain team harmony and resolve conflicts 03.14 Facilitate and coordinate teams and ideas 04.06 Allocate work 05.01 Implement project / work plans 05.02 Inspect and monitor work done and / or in progress	1. Communication skills 2. Conceptual skills 3. Interpersonal skills 4. Multitasking and prioritizing 5. Self-discipline 6. Teamwork 7. Learning skills 8. Leadership skills 9. Cooperation 10. Patience 11. Punctuality 12. Respect

Tools, Equipment and Materials (TEM)

ITEMS	RATIO (TEM : Trainees)
1. Camera 2. Script 3. Storyboard 4. Shooting schedule 5. Lenses 6. Accessories 7. Work program format and short list 8. Recorded media	1:10 1:1 1:1 1:1 1:2 1:5 1:1 1:5

References

REFERENCES

1. Barry Braverman (2009, *Video Shooter*, Second Edition: *Storytelling with HD Cameras*)
2. Anthony Q. Artis (2007), *The Shut Up and Shoot Documentary Guide: A Down & Dirty DV Production*
3. Barry Dornfeld (1998), *Producing Public Television, Producing Public Culture*
4. D. M. Lindekugel (1994), *Shooters: TV News Photographers and their Work*
5. Chris Schneider (2007), *Starting Your Career in Broadcasting: Working On and Off the Air in Radio and Television*
6. Leonard Mogel (2004), *This Business of Broadcasting*

CURRICULUM of COMPETENCY UNIT (CoCU)

Sub Sector	DIGITAL CREATIVE						
Job Area	VIDEO / FILM PRODUCTION (SHOOTING)						
Competency Unit Title	SHOOTING EQUIPMENT MAINTENANCE						
Competency Unit Descriptor	Shooting equipment maintenance involves in regular checking of equipments functionalities according to planned schedule and maintenance checklist. The personnel shall be able to carry out inspection and maintenance activities to ensure the equipments are in good conditions at the required time.						
Competency Unit ID	IT-071-3:2011-C05	Level	3	Training Duration	175 Hours	Credit Hours	18

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
1. Perform basic preventive equipments maintenance	i. Basic Types of camera <ul style="list-style-type: none"> • Analogue • Digital ii. Basic Types of camera format <ul style="list-style-type: none"> • SD • HD • 2K / 4K iii. Types of camera specification iv. Basic Types of cable <ul style="list-style-type: none"> • Triax (Triaxal cable) <ul style="list-style-type: none"> - Power - Visual 			20 hours	Lecture	<ul style="list-style-type: none"> • All related video shooting equipments disassembled • Equipments are cleaned.and calibrated accordingly • Report on any malfunction, breakage, or fault produced

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	<ul style="list-style-type: none"> - Remote • Fiber Optics <ul style="list-style-type: none"> - Visual - Data <p>v. Types of camera system</p> <ul style="list-style-type: none"> • Electronic News Gathering (ENG) • Electronic Field Production (EFP) 					<ul style="list-style-type: none"> • Handling and storing of equipments done according to safety regulations.
		<ul style="list-style-type: none"> i. Clean Camera and accessories ii. Check all equipment and accessories condition. iii. Make accurate reports of any loss or damage 	<ul style="list-style-type: none"> i. Ensure all components are returned tidily into their original cases. ii. Ensure all video shooting equipments are cleaned. iii. Video shooting equipments stored safely and securely. 	40 hours	Demonstration	

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
2. Identify equipments needs for corrective maintenance	i. Broadcasting Format <ul style="list-style-type: none"> • Live Telecast • Recorded ii. Type of broadcasting equipment <ul style="list-style-type: none"> • Camera type (Beta Cam, XD Cam, etc) • Switcher • Headset • Cordless mic • Rigging apparatus • Audio & video cables iii. Broadcast shooting location <ul style="list-style-type: none"> • Studio • Stage • Outdoor iv. Equipment maintenance service log book			20 hours	Lecture	<ul style="list-style-type: none"> • Equipment types and formats used in broadcasting determined • Report on equipments needed for corrective maintenance produced • Corrective maintenance method proposed

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		i. Determine format / rundown sheet for program unit ii. Distinguish relevant camera cue card for MCP/SCP iii. Check camera conditions and functionalities iv. Prepare status report on equipment conditions	i. Follow production requirement ii. Refer maintenance log book before using any equipment	40 hours	Demonstration	
3. Prepare equipments maintenance activities record	i. Equipments product manual and specifications ii. Specifications of recorded media. <ul style="list-style-type: none"> • Tapes <ul style="list-style-type: none"> - Beta (Analogue / Digital) - DV Tape - HD Tape • Hard Disk <ul style="list-style-type: none"> - Docking Card 			10 hours	Lecture	<ul style="list-style-type: none"> • Maintenance activities recorded as per requirement • Maintenance of equipment log book updated • Maintenance procedure followed

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	<ul style="list-style-type: none"> - Firestore • Memory stick • Film stock iii. Current Maintenance log book					
		i. Check product manual and specification ii. Check current equipment conditions iii. Check current maintenance log book iv. Make necessary record or report	i. Follow Product manual or operational instruction ii. Maintenance activities according safety requirement.	20 hours	Demonstration	
4. Submit report to director	i. Camera condition and functionalities ii. Specification of recording media iii. Proper maintenance log book			10 Hours	Lecture	<ul style="list-style-type: none"> • Report previewed and approved by director • Maintenance of equipment log book previewed

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		i. Prepare maintenance log book ii. Prepare maintenance activities report iii. Prepare report on equipment need	i. Follow production requirement	15 Hours	Demonstration	

Employability Skills

Core Abilities	Social Skills / Social Values
01.11 Apply thinking skills and creativity 02.10 Prepare report and instructions 02.11 Convey information and ideas to people 03.09 Manage and improve performance of individuals 03.10 Provide consultation and counselling 03.13 Develop and maintain team harmony and resolve conflicts 03.14 Facilitate and coordinate teams and ideas 04.06 Allocate work 05.01 Implement project / work plans 05.02 Inspect and monitor work done and / or in progress	1. Communication skills 2. Conceptual skills 3. Interpersonal skills 4. Multitasking and prioritizing 5. Self-discipline 6. Teamwork 7. Learning skills 8. Leadership skills 9. Cooperation 10. Patience 11. Punctuality 12. Respect

Tools, Equipment and Materials (TEM)

ITEMS	RATIO (TEM : Trainees)
1. Camera	1:10
2. Script	1:1
3. Storyboard	1:1
4. Shooting schedule	1:1
5. Lenses	1:2
6. Accessories	1:5
7. Work program format and short list	1:1
8. Recorded media	1:5

References

REFERENCES
1. Joan Merrill (1993), <i>Camcorder Video: Shooting and Editing Techniques</i>
2. Frank W. Heverly (1988), <i>Handbook of Video Camera Servicing and Troubleshooting Techniques</i> (Prentice Hall Electronics Library)
3. Neil Heller (1989), <i>Understanding Video Equipment: Design, Operation and Maintenance of Videotape Recorders and Cameras</i> (Video Bookshelf)
4. Gerald P. McGinty (1984), <i>Video Cameras Theory and Servicing</i>
5. Thomas Tomosy (1999), <i>Camera Maintenance & Repair, Book 1: Fundamental Techniques: A Comprehensive, Fully Illustrated Guide</i> (Bk. 1)
6. Homer L. Davidson (1996), <i>Troubleshooting and Repairing Camcorders</i>

Summary training hours

NO.	COMPETENCY UNIT TITLE	WORK ACTIVITIES	RELATED KNOWLEDGE	APPLIED SKILLS	HOURS	ASSESSMENT (KA & PA)	TOTAL (Hours)
1	Video Shooting Indoor	Identify video shooting indoor production requirement	20	45	65		330
		Setup video shooting equipment on set or location	20	40	60		
		Perform video shooting for rehearsal	15	60	75		
		Perform actual video shooting	15	45	60		
		Preview recorded scene to Director	15	20	35		
		Dismantle of Video Shooting Equipments	15	20	35		
2	Video Shooting Outdoor	Identify video shooting outdoor production requirement	30	45	75		395
		Setup video shooting equipment on set or location	15	45	60		
		Perform video shooting for rehearsal	15	45	60		
		Perform actual video shooting	15	45	60		
		Preview recorded scene to Director	20	30	50		
		Dismantle of Video Shooting Equipments	15	25	40		
		Prepare recorded material for editing	20	30	50		
3	Broadcast Shooting Indoor	Identify broadcast shooting indoor production requirement	20	35	55		280
		Setup broadcast shooting equipments on location	15	40	55		
		Perform broadcast shooting rehearsal	15	40	55		
		Perform LIVE broadcast shooting	15	30	45		
		Preview recorded scene to Director	10	20	30		
		Dismantle broadcast Shooting Equipments	15	25	40		

NO.	COMPETENCY UNIT TITLE	WORK ACTIVITIES	RELATED KNOWLEDGE	APPLIED SKILLS	HOURS	ASSESSMENT (KA & PA)	TOTAL (Hours)
4	Broadcast Shooting Outdoor	Identify broadcast shooting outdoor production requirement	20	30	50		215
		Setup broadcast shooting equipments on location	15	30	45		
		Perform broadcast shooting rehearsal	10	30	40		
		Perform LIVE broadcast shooting	10	30	40		
		Dismantle broadcast Shooting Equipments	15	25	40		
5	Shooting Equipment Maintenance	Perform basic preventive equipments maintenance	20	40	60		175
		Identify equipments needs for corrective maintenance	20	40	60		
		Prepare equipments maintenance activities record	10	20	30		
		Submit report to director	10	15	25		
TOTAL HOURS (CORE Competencies)			450	945	1395		1395