STANDARD KEMAHIRAN PEKERJAAN KEBANGSAAN

(NATIONAL OCCUPATIONAL SKILLS STANDARD)

IT-071-2:2011

VIDEO / FILM PRODUCTION (SHOOTING)

LEVEL 2

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 2

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 writer, 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 productive 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 assistant or rigger is the crew to set up shooting equipment 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 camera assistant or rigger and earn incomes based on his or her skills, experience and the production firm itself.

The level 2 of this NOSS will describe capability in performing basic technical works in setting up shooting equipments which 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 assistant or rigger for video or film shooting is in demand 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, mentally and physically fit and knowing 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.

<table>
<tr><td colspan="10">SECTOR
INFORMATION TECHNOLOGY & COMMUNICATION (ICT)</td></tr>
<tr><td colspan="10">SUB - SECTOR
DIGITAL CREATIVE</td></tr>
<tr><td rowspan="2">LEVEL</td><td>Pre-Production</td><td colspan="6">Production</td><td>Post production</td><td>Mgmt / Admin</td></tr>
<tr><td></td><td colspan="3">Creative</td><td>Technical (Camera)</td><td>Technical (Lighting)</td><td>Technical (Audio)</td><td>Creative/ Technical</td><td></td></tr>
<tr><td>L7</td><td colspan="9">cinematographer</td></tr>
<tr><td>L6</td><td></td><td colspan="5">DOP</td><td></td><td></td><td></td></tr>
<tr><td>L5</td><td>Producer/ Director</td><td colspan="3">Production Designer</td><td>Technical Producer / Technical Director</td><td>Gaffer</td><td>Senior Audio Engineer</td><td>Director</td><td>Producer</td></tr>
<tr><td>L4</td><td>Script Writer</td><td colspan="3">Art Director</td><td>Cameraman</td><td>Senior Lighting Technician</td><td>Audio Engineer</td><td>Editor</td><td>Production Manager</td></tr>
<tr><td>L3</td><td>No level</td><td colspan="3">Assistant Art designer</td><td>camera operator</td><td>Lighting Technician</td><td>Assistant Audio Engineer</td><td>Asst Editor</td><td>Asst Production manager</td></tr>
<tr><td>L2</td><td>No level</td><td>Make up Artist</td><td>Set Designer</td><td>Prop Man</td><td>Wardrobe</td><td>Camera Assistant / Rigger</td><td>Lighting Assistant</td><td>Audio Technician</td><td>Graphic Artist</td><td>production Coordinator</td></tr>
<tr><td>L1</td><td colspan="9">No level</td></tr>
</table>

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 / FILM PRODUCTION (SHOOTING)
L4	VIDEO / FILM PRODUCTION (SHOOTING)
L3	VIDEO / FILM PRODUCTION (SHOOTING)
L2	VIDEO / FILM PRODUCTION (SHOOTING)
L1	*NO LEVEL*

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 after being assessed and verified and fulfilled the Malaysian Skill Certification requirements shall be awarded with Malaysia Skills Certificate (SKM) for Level 2.

5. JOB COMPETENCIES

A Video / Film Production (Shooting) Personel (Level 2) is competent in performing:

- Single Camera Production (SCP) Operation
- Multiple Camera Production (MCP) Operation
- Lenses And Accessories Operation
- Recording Media Operation
- Camera Rigging Operation

6. WORKING CONDITIONS

As this level; camera assistant or rigger will work under the supervision of camera operator and cameraman. Personnel are involved with cameras and its' equipments. They are need to be meticulous in fixing the cameras before the shoots started and make sure the camera and its' equipment/acessories are well-functioned and stored after the shoots finished. They are also need to be quick in selecting the appropriate cameras, cameras equipment/acessories and cables in video/film production. Personnel also should follow safety and precaution as they always work with electronic devices and in a challenging working environment.

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. 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 one of making business.

8. SOURCES OF ADDITIONAL INFORMATION

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

- **Perbadanan Kemajuan Filem Nasional Malaysia (FINAS)**
  National Film Development Corporation Malaysia
  Kompleks Studio Merdeka, Jalan Hulu Kelang,
  68000 Ampang, Selangor,
  MALAYSIA.
  Telephone: +603 41041300
  Fax: +603 41075216
  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 (KPKK)**
  Ministry of Information, Communications & Culture
  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 2

PANEL EXPERT		
1.	Mohd Khirin Bin Omar	Production Director Luncai 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)

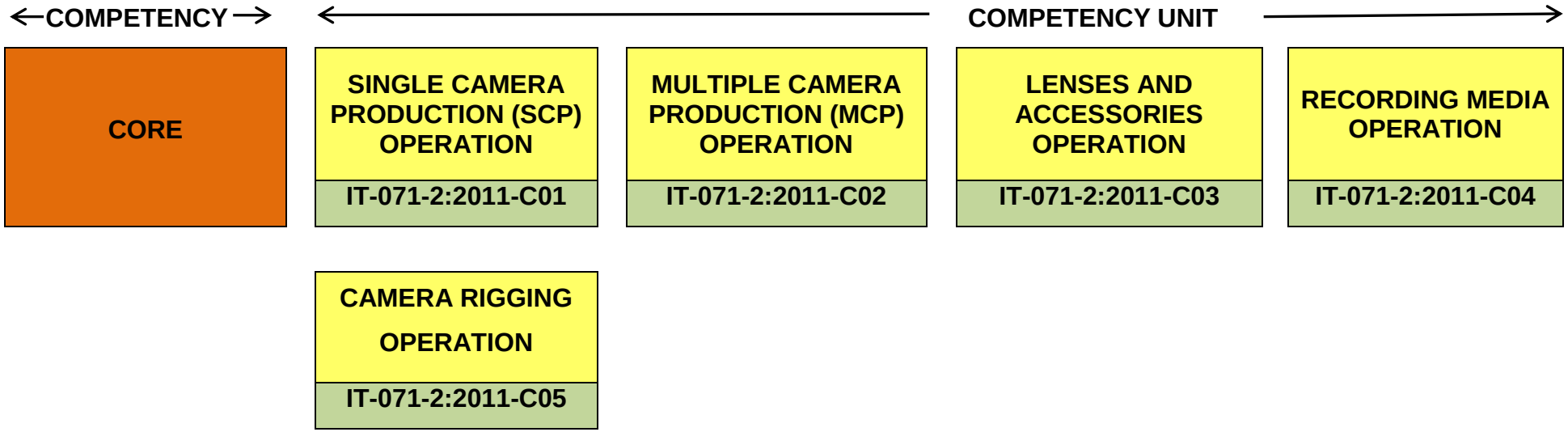
VIDEO / FILM PRODUCTION (SHOOTING)

LEVEL 2

PANEL EXPERT		
1.	Rozaimi Bin Md Taib	Producer NTV7
2.	Benjamin Sevang	Producer TV3
3.	Mohd Khirin Bin Omar	Production Director Luncai 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	**TWO (2)**	**JOB AREA CODE**	**IT-071-2:2011**



COMPETENCY PROFILE (CP)

Sub Sector	**DIGITAL CREATIVE**
Job Area	**VIDEO / FILM PRODUCTION (SHOOTING)**
Level	**TWO (2)**

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
1. Single Camera Production (SCP) Operation	IT-071-2:2011-C01	Single Camera Production Operation involves in identifying, inspecting and packing the camera properly prior to transporting and preparing on set according to production live or pre recorded shooting requirement in compliance with SOP and Safety Procedure. Repacking of equipment after used is required for safekeeping.	1. Identify SCP requirement	1.1 SCP type determined according to production requirement 1.2 Number of SCP required confirmed according to shooting requirement 1.3 SCP list requirement determined according to production needs
			2. Perform basic test on SCP equipment	2.1 Performance tested according to guidelines
			3. Prepare required SCP in place	3.1 SCP functioned properly 3.2 SCP properly packed 3.3 SCP ready for transportation to location
			4. Prepare SCP for shooting on set	4.1 SCP ready for setting up as per SOP and Safety Procedure
			5. Repack camera equipment after use	5.1 Equipment properly packed for safekeeping

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
2. Multiple Camera Production (MCP) Operation	IT-071-2:2011-C02	Multiple Camera Production operation involves in identifying and inspecting and properly packed the camera prior to transporting and preparing on set according to production live or pre recorded shooting requirement in compliance with SOP and Safety Procedure. Repacking of equipment after used is required for safekeeping.	1. Identify MCP requirement	2.1 MCP type determined according to production requirement 2.2 Number of MCP required confirmed according to shooting requirement 2.3 MCP list requirement determined
			2. Perform basic test on MCP equipment	2.1 Performance tested according to guidelines 2.2 MCP functioned properly
			3. Prepare required MCP in place	3.1 MCP properly packed 3.2 MCP ready for transportation to location
			4. Prepare MCP for shooting on set	4.1 MCP ready for setup as per SOP and Safety Procedure
			5. Repack camera equipment after use	5.1 Equipment properly packed for safekeeping

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
3. Lenses And Accessories Operation	IT-071-2:2011-C03	Lenses and accessories operation involves in identifying,inspecting and packing properly the instruments prior to transporting and preparing on set according to production live or pre recorded shooting requirement in compliance with SOP and Safety Procedure. Repacking of equipment after used is required for safekeeping.	1. Identify lenses and accessories for SCP / MCP requirement	1.1 Lenses types and numbers determined according to production requirement 1.2 Cable types and numbers determined 1.3 Filter types and numbers determined 1.4 Preview monitor types and numbers determined 1.5 Lenses and accessories requirement determined 1.6 Lightweight tripod for SCP determined
			2. Perform basic test on lenses and accessories equipment	2.1 Lenses and accessories condition checked
			3. Prepare required lenses and accessories in place	3.1 Lenses and accessories properly packed 3.2 Lenses and accessories ready for transportation to location
			4. Prepare lenses and accessories for shooting on set	4.1 Lenses and accessories ready for setup as per SOP and Safety Procedure

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
			5. Repack lenses and accessories after use	5.1 Equipment properly packed for safekeeping
4. Recording Media Operation	IT-071-2:2011-C04	Recording Media Operation involves in identifying, inspecting and packing properly the recording media prior to transporting and preparing on set according to production live or pre recorded shooting requirement in compliance with SOP and Safety Procedure. Repacking of materials after used is required for safekeeping.	1. Identify recording media requirements	1.1 Required type of recording media determined
			2. Check recording media condition	2.1 Recording media condition visually inspected
			3. Prepare required recording media in place	4.1 Recording media properly packed 4.2 Recording media ready for transp ortation to location
			4. Prepare recording media for shooting on set	4.1 Recording media ready for setup according to SOP and Safety Procedure
			5. Repack recording media after use	5.1 Equipment repack properly for safekeeping

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
5. Camera Rigging Operation	IT-071-2:2011-C05	Camera Rigging Operation involves in identifying,inspecting and packing properly the rigging equipments prior to transporting and preparing on set according to production live or pre recorded shooting requirement in compliance with SOP and Safety Procedure. Repacking of equipment after used is required for safekeeping.	1. Identify camera rigging requirements	1.1 Required camera rigging apparatus determined
			2. Prepare required camera rigging in place	2.1 Camera rigging condition checked
			3. Prepare camera rigging for shooting on set	3.1 Camera rigging properly packed 3.2 Camera rigging ready for transportation to location 3.3 Camera rigging ready for setup as per SOP and Safety Procedure
			4. Repack rigging equipment after use	4.1 Equipment properly packed for safekeeping

CURRICULUM of COMPETENCY UNIT (CoCU)

Sub Sector	**DIGITAL CREATIVE**						
Job Area	**VIDEO / FILM PRODUCTION (SHOOTING)**						
Competency Unit Title	**SINGLE CAMERA PRODUCTION (SCP) OPERATION**						
Competency Unit Descriptor	Single Camera Production Operation involves in identifying, inspecting and packing the camera properly prior to transporting and preparing on set according to production live or pre recorded shooting requirement in compliance with SOP and Safety Procedure. Repacking of equipment after used is required for safekeeping.						
Competency Unit ID	IT-071-2:2011-C01	**Level**	2	**Training Duration**	250 Hours	**Credit Hours**	25

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
1. Identify SCP requirement	i. Types of camera • Analogue • Digital ii. Types of camera formats • SD • HD • 2K / 4K iii. Types of aspect ratio • 4:3 • 16:9 • Wide Screen			20 hours	Lecture	• SCP requirement for live or recorded production differentiated • Camera types and quantities according to shooting requirement listed out • Specific needs for different shooting formats listed out

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	iv. Types of various shooting formats • PAL • NTSC • FILM v. Type of camera specification vi. Type of camera system • Electronic News Gathering (ENG) • Electronic Field Production (EFP) vii. Basic maintenance of SCP					

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		i. Identify live / recorded production requisition ii. Identify types of camera iii. Distinguish needs of production requirement iv. Label items accurately and legibly v. Check equipment matches requisition	i. Follow production requirement	40 hours	Demonstration	
2. Perform basic test on SCP equipment	i. Types of camera • Analogue • Digital • HD ii. Types of camera formats • SD • HD • 2K / 4K			20 hours	Lecture	• Camera types, format, system determined • Camera working conditions inspected • Camera functionality cheked according to specification

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	iii. Types of aspect ratio • 4:3 • 16:9 • Wide Screen iv. Types various shooting formats • PAL • NTSC • FILM v. Type of camera specification vi. Type of camera system • Electronic News Gathering (ENG) • Electronic Field Production (EFP) vii. Basic maintenance of SCP					• Basic maintenance executed
		i. Check live / recorded production requisition ii. Identify types of camera	i. Follow production requirement ii. Follow manufacturer manual	30 hours	Demonstration	

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		iii. Distinguish needs of production requirement iv. Perform basic test on equipment	iii. Follow safety guidelines			
3. Prepare required SCP in place	i. Requisition list ii. Camera types, formats and systems iii. Basic camera functionality iv. Basic knowledge on camera operation			15 hours	Lecture	• Camera conditions inspected • Camera properly packed and labelled • Camera placement arranged • Safety procedures followed

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		i. Check equipment matches requisition ii. Check basic camera condition iii. Prepare accurate reports of any loss or damage iv. Use suitable packaging materials for protection purposes v. Label items accurately and legibly	i. Comply to safety procedure for lifting and handling ii. Ensure safe temperature range for storage iii. Avoid from exposure to magnetic field	30 hours	Demonstration	
4. Prepare SCP for shooting on set	i. Shooting criteria • Location / Time - Outdoor / Indoor - Day / Night - Weather - Land / Sea / Air			20 hours	Lecture	• Shooting criteria evaluated • Weather conditions checked • Camera setting on proper location arranged

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	• Shooting duration - Daily / Weekly / Monthly ii. Shooting schedule					• Safety procedures followed
		i. Check camera condition ii. Test equipment before setup iii. Prepare accurate reports of any loss or damage iv. Place equipment at proper location	i. Follow instruction from superior ii. Comply with relevant Health and Safety Legislation and guidelines in relation to the use of studios or locations (OSH 1994) iii. Permit from local authority	40 hours	Demonstration	

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
5. Repack camera equipment after use	i Camera types ii Type of packing iii Type of packaging materials iv Mode of transpoartation			15 hours	Lecture	• Camera in good condition after use • Equipments are well protected using proper packaging • Safety procedures followed
		i. Check basic camera condition ii. Protect equipment when in store or travelling iii. Use suitable packaging materials for protection purposes iv. Repack equipment promptly to avoid lost v. Prepare accurate reports of any loss or damage	i. Comply to safety of lifting and handling methods ii. Ensure safe temperature range of storage iii. Avoid from exposure to magnetic field	20 hours	Demonstration	

Employability Skills

Core Abilities	Social Skills / Social Values
03.08 Develop and maintain a cooperation within work group 04.01 Organize own work activities 04.02 Set and revise own objectives and goals 04.03 Organize and maintain own workplace 04.04 Apply problem solving strategies 04.05 Demonstrate initiative and flexibility 06.05 Analyse technical systems 06.06 Monitor and correct performance of systems	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. Video Camera	1:10
2. Equipment List	1:10
3. Check List	1:1
4. Safety regulation	1:1
5. Cables, connectors and adapters	1:5

References

REFERENCES
1. Robert B. Musburger (2005), *Single-Camera Video Production*, Fourth Edition (Media Manuals) 2. Robert B. Musburger (2010), *Single-Camera Video Production*, Fifth Edition 3. Michael H. Adams (1995), Single-Camera Video: The Creative Challenge

CURRICULUM of COMPETENCY UNIT (CoCU)

Sub Sector	**DIGITAL CREATIVE**						
Job Area	**VIDEO / FILM PRODUCTION (SHOOTING)**						
Competency Unit Title	**MULTIPLE CAMERA PRODUCTION (MCP) OPERATION**						
Competency Unit Descriptor	Multiple Camera Production operation involves in identifying and inspecting and properly packed the camera prior to transporting and preparing on set according to production live or pre recorded shooting requirement in compliance with SOP and Safety Procedure. Repacking of equipment after used is required for safekeeping.						
Competency Unit ID	IT-071-2:2011-C02	**Level**	2	**Training Duration**	290 Hours	**Credit Hours**	29

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
1. Identify MCP requirement	i. Out Broadcast Van / Truck / Master Control Room (MCR) ii. Radio Frequency (RF) transmitter for live feed iii. Number of camera iv. Types of camera • Analogue • Digital			20 hours	Lecture	• MCP requirement for live or recorded production determined • Camera types according to shooting requirement listed out • Specific requirements for different shooting formats determined

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	v. Types of camera formats • SD • HD • 2K / 4K vi. Types of aspect ratio • 4:3 • 16:9 • Wide Screen vii. Types various shooting formats • PAL • NTSC • FILM viii. Types of camera specifications ix. Types of cables • Triax (Triaxal cable) - Power - Visual - Remote • Fiber Optics - Visual - Data					• Handling of equipment according to safety regulation

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	x. Types of camera system • Electronic News Gathering (ENG) • Electronic Field Production (EFP) xi. Maintenance of camera equipment					
		i. Identify live / recorded production requisition ii. Identify types of camera iii. Distinguish needs of production requirement iv. Label items accurately and legibly v. Check equipment matches requisition	i. Follow production requirement	40 hours	Demonstration	

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
2. Perform basic test on MCP equipment	i. Out Broadcast Van / Truck / Master Control Room (MCR) ii. Radio Frequency (RF) transmitter for live feed iii. Number of camera iv. Types of camera • Analogue • Digital • HD v. Types of camera format • SD • HD vi. Types of aspect ratio i.e.: • 4:3 • 16:9 • Wide Screen			25 hours	Lecture	• Camera working conditions inspected • Camera functionality checked • Basic camera troubleshooting determined

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	vii. Types various shooting format i.e.: • PAL • NTSC viii. Types of camera specification ix. Types of cable • Triax (Triaxal cable) i.e.: - Power - Visual - Remote • Fiber Optics i.e.: - Visual - Data x. Types of camera system i.e.: • Electronic News Gathering (ENG) • Electronic Field Production (EFP) xi. Maintenance of camera equipment					

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		i. Check live / recorded production requisition ii. Identify types and numbers of camera iii. Distinguish needs of production requirement iv. Test basic camera functionality	i. Follow production requirement ii. Follow manufacturer manual	45 hours	Demonstration	
3. Prepare required MCP in place	i. Requisition list ii. Basic camera functionality iii. Technical knowledge on camera operation iv. Types of cable			25 hours	Lecture	• Camera conditions inspected • Camera placement arranged • Returned equipments checked • Safety procedures followed
		i. Check basic camera condition ii. Test equipment before delivery iii. Prepare accurate reports of any loss or damage	i. Comply to safety procedure for lifting and handling ii. Ensure safe temperature range for storage	40 hours	Demonstration	

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		iv. Label and record the contents of each case legibly v. Check equipment being returned	iii. Avoid from exposure to magnetic field			
4. Prepare MCP for shooting on set	i. Shooting criteria • Location / Time - Outdoor / Indoor - Day / Night - Weather - Land / Sea / Air • Shooting duration - Daily / Weekly / Monthly ii. Shooting schedule iii. Type of cable, connectors and adapters iv. Permit from local authority v. Electrical matters adhere to Chargeman instruction			20 hours	Lecture	• Geographic condition confirmed according to site survey • Weather conditions checked • Camera prepared according to shooting schedule • Camera setting on proper location arranged • Equipments are well protected using proper packaging • Safety procedures followed

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		i. Survey site for shooting ii. Check weather conditions iii. Check camera condition iv. Test equipment before setup v. Prepare accurate reports of any loss or damage	i. Comply with relevant Health and Safety Legislation and guidelines in relation to the use of studios or locations (OSH 1994)	40 hours	Demonstration	
5. Repack camera equipment after use	i Camera types ii Type of packing iii Type of packaging materials iv Mode of transpoartation			15 hours	Lecture	• Camera in good condition after use • Correct packaging determined for proper packing

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		i. Check basic camera condition ii. Protect equipment when in store or travelling iii. Use suitable packaging materials for protection purposes iv. Repack equipment promptly to avoid lost v. Prepare accurate reports of any loss or damage	i. Comply to safety of lifting and handling methods ii. Ensure safe temperature range of storage iii. Avoid from exposure to magnetic field	20 hours	Demonstration	• Equipments are well protected using proper packaging • Safety procedures followed

Employability Skills

Core Abilities	Social Skills / Social Values
03.08 Develop and maintain a cooperation within work group 04.01 Organize own work activities 04.02 Set and revise own objectives and goals 04.03 Organize and maintain own workplace 04.04 Apply problem solving strategies 04.05 Demonstrate initiative and flexibility 06.05 Analyse technical systems 06.06 Monitor and correct performance of systems	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. Cables	1:5
3. Fiber Optic	1:5
4. Factory setting	1:1
5. Shipping List	1:1
6. Check List	1:1
7. Shooting schedule	1:1

References

REFERENCES

1. Mitch Jacobson (2010), *Mastering MultiCamera Techniques: From Preproduction to Editing and Deliverables*
2. Robert J. Schihl (1991), *Talk Show and Entertainment Program Processes and Procedures (Multiple Camera Video Series)*
3. Robert J. Schihl (1991), *TV Newscast Processes and Procedures (Multiple Camera Video Series)*
4. PETER WARD (1997), *Multi-Camera Camerawork (Media Manual Series)*
5. Robert J. Schihl (1991), *Television Commercial Processes and Procedures (Multiple Camera Video Series)*
6. Mark Herlinger (2005), *The Multi-Camera Director*

Sub Sector	**DIGITAL CREATIVE**						
Job Area	**VIDEO / FILM PRODUCTION (SHOOTING)**						
Competency Unit Title	**LENSES AND ACCESSORIES OPERATION**						
Competency Unit Descriptor	Lenses and accessories operation involves in identifying,inspecting and packing properly the instruments prior to transporting and preparing on set according to production live or pre recorded shooting requirement in compliance with SOP and Safety Procedure. Repacking of equipment after used is required for safekeeping.						
Competency Unit ID	IT-071-2:2011-C03	**Level**	2	**Training Duration**	265 Hours	**Credit Hours**	27

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
1. Identify lenses and accessories for SCP / MCP requirement	i. Types of lenses ii. Types of accessories • Types of tripod • Types of filter • Types of cable • Types of monitor (for SCP) • Types of Battery Pack			20 hours	Lecture	• Lenses and accessories selected according to production requirement (SCP, MCP or Film) • Type of Lenses and accessories determined according to shooting requirement

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		i. Identify types of camera ii. Distinguish different types of lenses and accessories iii. Determine lenses and accessories match to production request	i. Use suitable packaging materials for protection purposes ii. Proper storage to avoid humid environment	30 hours	Demonstration	• Type of lenses and accessories listed out
2. Perform basic test on lens and accessories equipment	i. Types of lenses ii. Types of accessories • Types of tripod • Types of filter • Types of cable • Types of monitor (for SCP) • Types of Battery Pack • Preventive Maintenance of lens and accessories			20 hours	Lecture	• Lens and accessories inspected according to factory setting • Inspection reports prepared according to requisition • Lenses and accessories stored according to safety regulation

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		i. Check live / recorded production requisition ii. Identify types and numbers of camera iii. Identify lens needed iv. Identify accessories needed v. Test basic compatibility of lens and accessories	i. Follow production requirement ii. Follow manufacturer manual iii. Follow safety procedure	40 hours	Demonstration	
3. Prepare required lenses and accessories in place	i. Basic lens and accessories functionality ii. Basic technical knowledge on lenses and accessories for SCP • Lightweight tripod • Filter • Cable • Viewfinder • Monitor • Battery pack			20 hours	Lecture	• Lens and accessories inspection according to factory setting • Inspection reports preparedl according to requisition • Lenses and accessories properly packed for protection

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	iii. Basic technical knowledge on lenses and accessories for MCP • Pedestal • Teleprompter • Tripod • Filter • Cable • Monitor • Battery pack					• Lenses and accessories placement arranged • Safety procedures followed
		i. Check basic lens and accessories condition ii. Test lens and accessories before delivery iii. Make accurate reports of any loss or damage iv. Check equipment being returned v. Adopt to cleaning kit procedures vi. Check for common defects in lenses and accessories	i. Comply to safety of lifting and handling methods ii. Ensure safe temperature range of storage iii. Avoid from exposure to magnetic field iv. Proper storage to avoid humid environment	40 hours	Demonstration	

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		vii. Use suitable packaging materials for protection purposes				
4. Prepare lenses and accessories for shooting on set	i. Shooting criteria • Location / Time - Outdoor / Indoor - Day / Night - Weather - Land / Sea / Air • Shooting duration - Daily / Weekly / Monthly ii. Shooting schedule			20 hours	Lecture	• Weather condition confirmed as site survey • Geographic condition confirmed according to site survey • Lens and accessories prepared according to shooting schedule • Lenses and accessories ra setting on proper location arranged
		i. Survey location site ii. Check lenses and accessories condition iii. Check lenses aperture, iris, servo (auto / manual focusing)	i. Comply to safety of lifting and handling methods ii. Ensure safe temperature range of storage	40 hours	Demonstration	

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		iv. Check tripod friction head, water balance, pan bar, height adjuster and spreader v. Protect equipment when in store or travelling vi. Use suitable packaging materials for protection purposes vii. Make accurate reports of any loss or damage	iii. Avoid from exposure to magnetic field iv. Proper storage to avoid humid environment v. Avoid shooting directly into Light Amplification by Stimulated Emission of Radiation (LASER)			• Equipments are well protected using proper packaging • Safety procedures followed
5. Repack camera equipment after use	i Camera types ii Type of packing iii Type of packaging materials iv Mode of transpoartation			15 hours	Lecture	• Camera in good condition after use assured • Correct packaging determined for proper packing

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		i. Check basic camera condition ii. Protect equipment when in store or travelling iii. Use suitable packaging materials for protection purposes iv. Repack equipment promptly to avoid lost v. Prepare accurate reports of any loss or damage	i. Comply to safety of lifting and handling methods ii. Ensure safe temperature range of storage iii. Avoid from exposure to magnetic field	20 hours	Demonstration	• Equipments are well protected using proper packaging • Safety procedures followed

Employability Skills

Core Abilities	Social Skills / Social Values
03.08 Develop and maintain a cooperation within work group 04.01 Organize own work activities 04.02 Set and revise own objectives and goals 04.03 Organize and maintain own workplace 04.04 Apply problem solving strategies 04.05 Demonstrate initiative and flexibility 06.05 Analyse technical systems 06.06 Monitor and correct performance of systems	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. Lenses	1:5
2. Accessories	1:5
3. Shooting schedule	1:1
4. Check List	1:1

References

REFERENCES

1. arthur lockett (1952), *Camera Lenses; a Handbook to Lenses and Accessories for Amateur and Professional Photographers*
2. David Brooks (1982), *Lenses and lens accessories: A photographer's guide*
3. Simon Stafford, Rudi Hillebrand and Hans-Joachim Hauschild (Sep 1, 2004), *The New Nikon Compendium: Cameras, Lenses & Accessories* since 1917 (A Lark Photography Book)
4. James L. Lager (1978), *Leica illustrated guide II: Lenses, accessories & special models*
5. Gregory Hallock Smith (2006), *Camera Lenses: From Box Camera to Digital*

CURRICULUM of COMPETENCY UNIT (CoCU)

Sub Sector	**DIGITAL CREATIVE**						
Job Area	**VIDEO / FILM PRODUCTION (SHOOTING)**						
Competency Unit Title	**RECORDING MEDIA OPERATION**						
Competency Unit Descriptor	Recording Media Operation involves in identifying, inspecting and packing properly the recording media prior to transporting and preparing on set according to production live or pre recorded shooting requirement in compliance with SOP and Safety Procedure. Repacking of materials after used is required for safekeeping.						
Competency Unit ID	IT-071-2:2011-C04	**Level**	2	**Training Duration**	265 Hours	**Credit Hours**	27

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
1. Identify recording media requirements	i. Types of recording media in common use for SCP and MCP • Tapes - Beta (Analogue / Digital) - DV Tape - HD Tape • Hard Disk - Docking Card - Firestore • Memory stick ii. Types of recording media in common use for FILM • Film stocks			20 hours	Lecture	• Type of recording media for SCP and MCP listed out • Type of recording media for film listed out • Good packaging used for media protection • Safety regulatiojn in handling and storing recording media followed

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	iii. Basic care of recording media iv. Maintenance of recording media equipment • Video Tape Recorder (VTR) - Analogue - Digital v. Recycle of related media for recording purposes					
		i. Distinguish different types of recording media ii. Determine recording media match to production request iii. 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 iv. Proper storage to avoid humid environment	40 hours	Demonstration	

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		iv. Use suitable packaging materials for protection purposes				
2. Check recording media condition	i. Basic recording media functionality ii. Basic knowledge on recording media • Tapes - Beta (Analogue / Digital) - DV Tape - HD Tape • Hard Disk - Docking Card - Firestore • Memory stick • Film stock			20 hours	Lecture	• Recording media requirement listed out • Recording media conditions inspected • Report prepared based on inspection checklist • Safety procedures followed

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		i. Select recording media for specific camera ii. Check recording media condition for any defect iii. Check recording media matches requisition iv. Use suitable packaging materials for protection purposes	i Follow production requirement ii Follow manufacturer manual iii Follow safety procedure	40 hours	Demonstration	
3. Prepare required recording media in place	i. Basic recording media functionality ii. Basic knowledge on recording media • Tapes - Beta (Analogue / Digital) - DV Tape - HD Tape			20 hours	Lecture	• Recording media requirement listed out • Recording media conditions inspected • Recording media preparation arranged

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	• Hard Disk - Docking Card - Firestore • Memory stick • Film stock					• Safety procedures followed
		i. Select recording media for specific camera ii. Check recording media condition for any defect iii. Check recording media matches requisition iv. Use suitable packaging materials for protection purposes	i. Comply to safety of lifting and handling methods ii. Ensure safe temperature range of storage iii. Avoid from magnetic field iv. Proper storage to avoid humid environment	35 hours	Demonstration	

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
4. Prepare recording media for shooting on set	i. Shooting criteria • Location / Time - Outdoor / Indoor - Day / Night - Weather - Land / Sea / Air • Shooting duration - Daily / Weekly / Monthly ii. Shooting schedule			20 hours	Lecture	• Srequirement determined • Recording media compatibily checked • Recording media protection determined • Recording media preparation on set arranged • Safety procedures evaluated
		i. Check recording media compatibility ii. Check condition of recording media • Tapes - New - Beta (Analogue / Digital) - DV Tape - HD Tape • Hard Disk - Docking Card - Firestore • Memory stick • Film stock	i. Comply to safety of lifting and handling methods ii. Protect equipment when in store or travelling iii. Use suitable packaging materials for protection purposes iv. Ensure safe temperature range of storage	35 hours	Demonstration	

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		iii. Make accurate reports of any loss or damage	v. Avoid from magnetic field vi. Proper storage to avoid humid environment			
5. Repack recording media after use	i Camera types ii Type of packing iii Type of packaging materials iv Mode of transpoartation			15 hours	Lecture	• Camera in good condition after use assured • Correct packaging determined for proper packing • Safety procedures followed
		i. Check basic camera condition ii. Protect equipment when in store or travelling iii. Use suitable packaging materials for protection purposes	i. Comply to safety of lifting and handling methods ii. Ensure safe temperature range of storage iii. Avoid from exposure to magnetic field	20 hours	Demonstration	

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		iv. Repack equipment promptly to avoid lost v. Prepare accurate reports of any loss or damage				

Employability Skills

Core Abilities	Social Skills / Social Values
03.08 Develop and maintain a cooperation within work group 04.01 Organize own work activities 04.02 Set and revise own objectives and goals 04.03 Organize and maintain own workplace 04.04 Apply problem solving strategies 04.05 Demonstrate initiative and flexibility 06.05 Analyse technical systems 06.06 Monitor and correct performance of systems	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. Check List	1:1
2. Camera	1:10
3. Recording media	1:5
4. Safety regulation	1:1
5. Factory setting	1:2

References

REFERENCES
1. Jason Lewis (2005), *Attitude only.(Video)(Video Recording Review):* An article from: Training Media Review
2. Rick Clark (2010), *Mixing, Recording, and Producing Techniques of the Pros: Insights on Recording Audio for Music, Video, Film, and Games*
3. Bill Ellet (2005), *Old favorite gets better.(Video)(Video Recording Review):* An article from: Training Media Review
4. Kurt Lancaster (2010), *HDSLR Cinema: Crafting the Film Look with Video*

CURRICULUM of COMPETENCY UNIT (CoCU)

Sub Sector	**DIGITAL CREATIVE**						
Job Area	**VIDEO / FILM PRODUCTION (SHOOTING)**						
Competency Unit Title	**CAMERA RIGGING OPERATION**						
Competency Unit Descriptor	Camera Rigging Operation involves in identifying,inspecting and packing properly the rigging equipments prior to transporting and preparing on set according to production live or pre recorded shooting requirement in compliance with SOP and Safety Procedure. Repacking of equipment after used is required for safekeeping.						
Competency Unit ID	IT-071-2:2011-C05	**Level**	2	**Training Duration**	200 Hours	**Credit Hours**	20

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
1. Identify camera rigging requirements	i. Basic equipment for SCP / MCP pre recorded / Live - Triax cable (where applicable) - Broadcast lens - Viewfinder - Camera - Pan bar - Tripod - Monitor - BNC cable - Preview monitor			15 hours	Lecture	• Camera shooting requirement checked • Type of camera rigging accessories determined according to production requirement (SCP, MCP or Film)

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	ii. Types of camera rigging accessories - Steadicam - Pedestal - Track - Jib-Arm - Crane - Underwater casing iii. Basic care of camera rigging iv. Basic maintenance of camera rigging equipment					• Basic maintenance determined
		i. Distinguish different types of camera rigging accessories ii. Determine camera rigging match to production request	i. Follow production requirement	30 hours	Demonstration	

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
2. Prepare required camera rigging in place	i. Basic camera rigging functionality ii. Basic knowledge on camera rigging - Triax cable (where applicable) - Broadcast lens - Viewfinder - Camera - Pan bar - Tripod - Monitor - BNC cable - Preview monitor - Steadicam - Pedestal - Track - Jib-Arm - Crane - Underwater casing iii. Source of power supply iv. Ability to recognise link or transmission personnel			20 hours	Lecture	• Camera rigging accessories functionality inspected • Preparation of rigging completed on required time • Reports prepared according to inspection compiled • Handling and storing of camera rigging accessories according to safety regulation

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		i. Select camera rigging accessories for specific camera ii. Check camera rigging accessories condition for any defect iii. Check camera rigging accessories matches requisition iv. Determine readiness for pre recorded or live transmission v. Use suitable packaging materials for protection purposes vi. 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 iv. Proper storage to avoid humid environment	40 hours	Demonstration	

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
3. Prepare camera rigging for shooting on set	i. Shooting criteria • Location / Time - Outdoor / Indoor - Day / Night - Weather - Land / Sea / Air • Shooting duration - Daily / Weekly / Monthly ii. Shooting schedule iii. Permit from local authority iv. Insurance for related matters - Manpower - Equipment v. Condition of camera rigging accessories i.e.: • Triax cable (where applicable) • Broadcast lens • Viewfinder			20 hours	Lecture	• Shooting criteria checked • Camera rigging accessories protection determined • Camera rigging preparation on set arranged • All equipments are well protected with suitable packaging • Safety procedures and guidelines followed

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	• Camera • Pan bar • Tripod • Monitor • BNC cable • Preview monitor • Steadicam • Pedestal • Track • Jib-Arm • Crane • Underwater casing					
		i. Check camera rigging accessories compatibility ii. Check condition of camera rigging accessories iii. Make accurate reports of any loss or damage iv. Protect equipment when in store or travelling	i. Comply with relevant Health and Safety Legislation and guidelines in relation to the use of studios or locations (OSH 1994) ii. 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
		v. Use suitable packaging materials for protection purposes	iii. Ensure safe temperature range of storage iv. Avoid from magnetic field v. Proper storage to avoid humid environment			
4. Repack rigging equipment after use	i Camera types ii Type of packing iii Type of packaging materials iv Mode of transpoartation			15 hours	Lecture	• Camera in good condition after use assured • Correct packaging determined for proper packing • All equipments are well protected with suitable packaging • Safety procedures and guidelines followed
		i. Check basic camera condition ii. Protect equipment when in store or travelling	i. Comply to safety of lifting and handling methods ii. Ensure safe temperature range of storage	20 hours	Demonstration	

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		iii. Use suitable packaging materials for protection purposes iv. Repack equipment promptly to avoid lost v. Prepare accurate reports of any loss or damage	iii. Avoid from exposure to magnetic field			

Employability Skills

Core Abilities	Social Skills / Social Values
03.08 Develop and maintain a cooperation within work group 04.01 Organize own work activities 04.02 Set and revise own objectives and goals 04.03 Organize and maintain own workplace 04.04 Apply problem solving strategies 04.05 Demonstrate initiative and flexibility 06.05 Analyse technical systems 06.06 Monitor and correct performance of systems	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. Tool Bar	1:1
2. Check List	1:1
3. SCP / MCP pre recorded / Live	1:1
4. Camera rigging accessories	1:5
5. Camera	1:10
6. Power supply	1:5
7. Shooting schedule	1:1

References

REFERENCES

1. Michael Uva and Sabrina Uva (2000), *Uva's Rigging Guide for Studio and Location*
2. Dave Johnson (2008), *How to Do Everything: Digital Camera*
3. Austin F. Schmidt (2010), *So You Want To Be A Cinematographer? ... Life Behind The Lens*
4. Douglas C. Hart (1996), *The Camera Assistant: A Complete Professional Handbook*

Summary training hours

NO.	COMPETENCY UNIT TITLE	WORK ACTIVITIES	RELATED KNOWLEDGE	APPLIED SKILLS	HOURS	ASSESSMENT (KA & PA)	TOTAL (Hours)
1	SINGLE CAMERA PRODUCTION (SCP) OPERATION	Identify SCP requirement	20	40	60		250
		Perform basic test on SCP equipment	20	30	50		
		Prepare required SCP in place	15	30	45		
		Prepare SCP for shooting on set	20	40	60		
		Repack camera equipment after use	15	20	35		
2	MULTIPLE CAMERA PRODUCTION (MCP) OPERATION	Identify MCP requirement	20	40	60		290
		Perform basic test on MCP equipment	25	45	70		
		Prepare required MCP in place	25	40	65		
		Prepare MCP for shooting on set	20	40	60		
		Repack camera equipment after use	15	20	35		
3	LENSES AND ACCESSORIES OPERATION	Identify lenses and accessories for SCP / MCP requirement	20	30	50		265
		Perform basic test on lenses and accessories equipment	20	40	60		
		Prepare required lenses and accessories in place	20	40	60		
		Prepare lenses and accessories for shooting on set	20	40	60		
		Repack lenses and accessories after use	15	20	35		
4	RECORDING MEDIA OPERATION	Identify recording media requirements	20	40	60		265
		Check recording media condition	20	40	60		

NO.	COMPETENCY UNIT TITLE	WORK ACTIVITIES	RELATED KNOWLEDGE	APPLIED SKILLS	HOURS	ASSESSMENT (KA & PA)	TOTAL (Hours)
		Prepare required recording media in place	20	35	55		
		Prepare recording media for shooting on set	20	35	55		
		Repack recording media after use	15	20	35		
5	CAMERA RIGGING OPERATION	Identify camera rigging requirements	15	30	45		200
		Prepare required camera rigging in place	20	40	60		
		Prepare camera rigging for shooting on set	20	40	60		
		Repack rigging equipment after use	15	20	35		
TOTAL HOURS (CORE Competencies)			242	352	455		1270