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| **Learner Name:**  |  | **Assessor:**  |  |
| **Centre Name:**  |  | **Internal Verifier (if applicable):**  |  |
| **BCS ID / ULN:**  |  |  |  |
| **Unit Information Summary** |
| **Approximate Guided Learning Hours: 20** | **Unit Number: M/502/4393** |
| **QCF Credit Value: 3** | **Learning Outcomes (Number): 3** |
| **Examples of Context:*** Recording pre-planned video and sound footage on a video camera, downloading the footage to a computer, then editing to create a short sequence, including adding some backing music.
 | **Learning Materials Available:**Digital Creator online teaching and learning materials in a variety of formats - including teacher and student workbooks, video and audio formats and useful exemplar materials. |
| **Suggested Assessment Methods:**All ITQ units may be assessed using any method or combination of methods which clearly demonstrates that the learning outcomes and assessment criteria have been fully met* Scenario
* Coursework
* Portfolio of Evidence – classroom or work-based
* Practical Demonstration
* Assignment
* Task-based Controlled Assessment
* Professional Discussion
* Observation
* Witness Statement
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| **Ofqual Learning Outcome** | **Assessment Criteria** | **Examples of Content***The examples given are indicative of the learning content at each level and are not intended to form a prescriptive list for the purpose of assessment* | **Evidence Location** |
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| **1 Use video hardware and software to capture sequences** | 1.1 | Identify the combination of input device and video software to use to capture information, to avoid any compatibility issues | *Audio/Video compatibility issues: Between built-in codec used by input device, available editing software, file formats* |  |
| 1.2 | Select and use an appropriate combination of input device and video software to record sequences | *Input devices: Webcam, video camera, microphone, Dictaphone, mobile phone; difference between analogue and digital; low and high resolution; Input techniques: Copy and paste, screen grabs/shots, file download (eg connect USB lead, drag and drop)* |  |
| 1.3 | Describe the impact file size and file format will have on saving sequences | *File size: Small, medium, large, link between size and quality (eg small – low resolution; large – high resolution)**File format: Proprietary formats supported by software used (eg QuickTime, RealPlayer, iTunes). Container formats: Audio (eg WAV, XMF, AIFF); Audio/video (eg 3GP, AVI, MP4, OGG, MOV)* |  |
| 1.4 | Identify when to use different types of information coding and compression | *Information coding and compression: Codec, compression, difference between lossy and lossless compression; video quality* |  |
| 1.5 | Store and retrieve sequences using appropriate file formats and compression, in line with local guidelines and conventions where available | *Store and retrieve: Files (eg create, name, open, save, save as, print, close, find, share); version control; import/export; file size; folders (eg create, name)* |  |
| **2 Use video software tools and techniques to combine and edit sequences** | 2.1 | Identify the sequences to add, keep and remove |  |  |
| 2.2 | Select and use appropriate video software tools to mark-up and edit sequences | *Sequences: Short (eg 2 mins), b&w, medium length (eg 10 mins, 30 mins), colour**Marking-up and editing tools: Preset by software, key frames, sequences; Cut, copy, paste, sequence* |  |
| **2 Use video software tools and techniques to combine and edit sequences** | 2.3 | Organise and combine information for sequences in line with any copyright constraints, including across different software | *Combine information: Combine images with sound (eg dub or overlay sound track onto film sequence)**Techniques: Copy and paste, insert, screen grabs/shots, file download (eg connect USB lead, drag and drop), file transfer protocol (FTP)**Forms of information: moving images, sound; pre-recorded, live* |  |
| 2.4 | Describe how copyright constraints affect use of own and others’ information | *Copyright constraints: Effect of copyright law (eg on music downloads or use of other people’s images), acknowledgment of sources, avoiding plagiarism, permissions* |  |
| **3 Play and present video sequences** | 3.1 | Describe the features and constraints of playback software and display devices | *Features and constraints: Software supported, memory, processing speed, screen resolution, data bandwidth, transmission speeds* |  |
| 3.2 | Select and use an appropriate combination of video playback software and display device to suit the file format | *Display device: PC, laptop, video camera, Dictaphone, mobile phone, handheld audio or video device (eg mp3 player, iPod)* |  |
| 3.3 | Identify the settings which could be adjusted to improve the quality of presentations | *Audio/Video quality issues: High or low contrast, volume, visual (eg jerkiness, dropping frames, break-up, freezes, blurriness, pixilation), sound (eg clicks, disjoints, noise)* |  |
| 3.4 | Adjust playback and display settings to enhance the quality of the presentation | *Adjust playback and display settings: Playback controls (eg start, stop, fast forward, rewind, pause); sound (eg volume, balance); screen size (eg thumbnail, quarter screen, full screen); visual (eg contrast, brightness, colour/b&w)* |  |

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| **Assessment Report** |
| **Assessor feedback / comments** (continue on additional sheet / assessment report if necessary) |
| **Internal Verifier actions / comments / feedback**  |
| **Assessor signature:**  |  | **Assessment date:** |  | **Reason for IV:****New Assessor** [ ] **Random Sample** [ ] **New Unit/Qualification**  [ ] **Other**  [ ]  |
| **IV signature:** |  | **IV date:** |  |