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| **Learner Name:** |  | **Assessor:** | |  |
| **Centre Name:** |  | **Internal Verifier (if applicable):** | |  |
| **BCS ID / ULN:** |  |  | |  |
| **Unit Information Summary** | | | | |
| **Approximate Guided Learning Hours: 30** | | | **Unit Number: H/502/4391** | |
| **QCF Credit Value: 4** | | | **Learning Outcomes (Number): 3** | |
| **Examples of Context:**   * Recording a series of interviews and specially scripted links using a digital Dictaphone then editing to create a short podcast; * Storyboarding and shooting a short promotional film sequence on location, then editing it to fit into a multimedia business presentation. | | | **Learning Materials Available:**  None for this unit | |
| **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 | | |

| **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 audio hardware and software to capture sequences** | 1.1 | Determine the content needed for sequences, and when to originate it |  |  |
| 1.2 | Explain any compatibility issues between combinations of input device and audio software | *Audio/Video compatibility issues: Between built-in codec used by input device, available editing software, file formats, operating systems, plug-ins* |  |
| 1.3 | Select and use an appropriate combination of input device and audio software to optimise the recording of information | *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)* |  |
| 1.4 | Select and use an appropriate combination of hardware and software to originate and develop new content for sequences | *Originate and develop: Process: Plan (eg storyboard, script, compose), prepare (eg information, equipment), develop, test, refine; Types of content: audio (eg music, sound effects, voiceovers), visual (eg drama, dance, animation)* |  |
| 1.5 | Analyse and explain the impact file size and file format will have, including when to use information coding and compression | *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) Popularity, overhead, support for advanced functionality and content, support of streaming media*  *Information coding and compression: Codec, compression, difference between lossy and lossless compression, factors affecting video quality* |  |
| 1.6 | 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; file properties, folders (eg create, name); archive (backup, restore))* |  |
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| **2 Use audio software tools and techniques to edit sequences** | 2.1 | Select and use appropriate audio software tools and techniques to mark-up and edit sequences to achieve required effects | *Sequence: 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, special effects* |  |
| 2.2 | Provide guidance on 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* |  |
| 2.3 | Organise, combine and link 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; integrate a audio or video sequence with another application): 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, web-streaming* |  |
| **3 Play and present audio sequences** | 3.1 | Explain the features and constraints of playback software and devices as appropriate for different purposes | *Features and constraints: Software supported, memory, processing speed, screen resolution, data bandwidth, transmission speeds* |  |
| 3.2 | Select and use an appropriate combination of audio playback software and devices 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 | Present sequences effectively by exploiting the features and settings of the playback software and devices to maximise quality and meet needs | *Adjust playback and display settings: Playback controls, sound, screen size: visual, screen resolution, colour balance, sound quality* |  |
| 3.4 | Evaluate the quality of sequences and explain how to respond to quality issues and problems | *Audio/Video quality issues: High or low contrast, volume, visual (eg colour balance, jerkiness, dropping frames, break-up, freezes, blurriness, pixilation), sound (eg clicks, disjoints, noise), unwanted objects* |  |

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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:** |  |