

Specification of Competency Standards
for the Information & Communications Technology Industry
Unit of Competency

Functional Area - Operations Management

Title	Prepare for digital video capture
Code	107970L3
Description	This unit of competency applies to all Digital Media Technology (DMT) practitioners who are involved with digital audio visual (DAV) production. Prior editing can be performed on the AV content, it is needed to be digitised, and/or transformed into a format that is fit for editing. This UoC concerns the competence for preparing the AV contents for digitisation into digital form. AV content can be traditional film video clips or other linear video content.
Level	3
Credit	3
Competency	<p>Performance Requirements</p> <p>1. Knowledge for preparing for digital video capture</p> <ul style="list-style-type: none"> • Possess good knowledge of DAV post-production workflows • Possess good administrative skills and experience of managing different DAV production stages and workflows • Able to operate digital video capture hardware and software • Possess good knowledge of the organisation standards and procedures on metadata for digital resource management <p>2. Prepare for digital video capture</p> <ul style="list-style-type: none"> • Comprehend the project brief to grasp the digital capture requirements, included but not limited to the following: <ul style="list-style-type: none"> ○ Determine what content is being captured ○ Determine the format of incoming content (film/video) from the production stage which could be traditional camera capture format or the video clip format ○ Determine the digital requirements for next stage of post-production work <ul style="list-style-type: none"> ▪ Where is it used: <ul style="list-style-type: none"> ▪ Internet/Web used ▪ Further editing ▪ Streaming/DVD ▪ Compression bitrate ▪ Type of CODEC for viewing/playback ○ Determine the work schedule • Plan the DAV capture work • Organise the AV contents in accordance with the project and organisation standards including: <ul style="list-style-type: none"> ○ Naming ○ Batch and sequence of work ○ Location ○ Storage • Commission and setup the appropriate hardware and software for the DAV capture, ensuring it can support the input and output requirements • Update required task documentation, with completion status, to proceed to next stage of workflow <p>3. Exhibit professionalism</p> <ul style="list-style-type: none"> • Apply industry best practices for digital video capturing and to ensure the preparation work is of highest standard meeting the organisation in industry standards

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Assessment Criteria	The integrated outcome requirements of this UoC are the abilities to: <ul style="list-style-type: none">• Comprehend the production brief and understand all the requirements in the preparation for the digital video capture process• Follow the organisation metadata standards and procedure to organise the AV contents before and after the DAV capture process• Prepare the hardware and software correctly and effectively to enable no hindering of DAV capture process
Remark	