

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

Functional Area - Operations Management

Title	Convert linear video to non-linear
Code	107977L3
Description	This unit of competency applies to all Digital Media Technology (DMT) practitioners in the digital video production work. Linear (analog) video player plays video signal by sequentially reading the variations in the intensity of magnetisation of the tape. Traditional video editing is very time consuming and laborious. Additionally the video tape will degrade when it is played many times. Non-linear (digital) video do not have those disadvantages. This UoC concentrate on competences related to converting linear video to non-linear in production house.
Level	3
Credit	3
Competency	<p>Performance Requirements</p> <p>1. Knowledge for converting linear video to non-linear</p> <ul style="list-style-type: none"> • Possess good literacy skills that can comprehend the requirements for analog to digital conversion • Possess good knowledge of analog to digital conversion concepts and techniques • Possess good knowledge on operating analog to digital conversion equipment • Possess basic knowledge of the organisation's health and safety guidelines and procedures <p>2. Convert linear video to non-linear:</p> <ul style="list-style-type: none"> • Comprehend the work order instruction for the conversion work, including: <ul style="list-style-type: none"> ○ The output format (AVI, MPEG, RM, MOV, etc.) ○ Identify format of the linear video (U-matic, VHS, Betamax, Hi-8, etc.) ○ Objective for converted file (preservation or viewing purpose) ○ Required output or storage format ○ etc. • Identify suitable conversion hardware and software required to the conversion work such as: <ul style="list-style-type: none"> ○ Video player and video capture device ○ CODEC ○ Computing device ○ Capturing and conversion software • Identify and collect metadata requirements to be integrated with the converted digital video and ensure the collected metadata built into the converted output • Prepare and setup capturing equipment for the conversion process • Request/select the "best quality" copy of the analog video to be the "analog master" which will be used in the conversion process • Capture the analog video in digital format at the highest quality setting. Use no compression (or lossless compression if compression is unavoidable) for creating a digital preservation master • Perform checks after the conversion to ensure no corruption or distortion occurred during the conversion process • Incorporate the collected metadata with the converted file • If enhancements were made, create 2 copies, a 'master' of the original and enhanced version. The master copy should be in a form that can be easily transcoded when current digit format become obsolete (normally 5 – 10 years)

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	<ul style="list-style-type: none"> • Package the converted files, including master copies of analog and digital video with details and metadata information related to the conversion, to be signed off for completion of work <p>3. Exhibit professionalism</p> <ul style="list-style-type: none"> • Be updated with new digitisation technology trends and apply industry's best practices and technology to convert linear/analog video to non-linear/digital format with no distortion from the original
Assessment Criteria	<p>The integrated outcome requirements of this UoC are the abilities to:</p> <ul style="list-style-type: none"> • Comprehend the conversion requirements and identify the equipment that are required for the conversion work • Convert and perform any enhancements, if any and produce a lossless digital preservation master without any defects. Additional the required metadata have been incorporated with the digital video file • Complete the packaging of completed work in accordance with the organisation standards and sign off the completed work
Remark	