

### Overview

This standard is about assisting with sound recordings alongside someone more professional using a variety of professional recording equipment in a studio or live environment. It is very common to record live sources in one place and recall materials recorded into another environment such as recording studios, programming suites, radio stations or mixing studios.

Good practice and operation: controlling and monitoring of a recording on a professional digital or analogue 24track recording machine, using track sheet, list of recorded content for project, media used, etc.

Recordings can be either digital or analogue but the original recorded source must have been analogue (i.e. from an external piece of equipment). You will need to record a variety of requested sources, as they would be required to do with a client. It is also important that you understand that the material which you are recording may be passed on to another engineer. The recording needs to be representative of the original source and useable by others.

This standard is intended to demonstrate that the you have a basic working knowledge of the recording chain, signal levels and archiving.

For the original recording, individuals should show evidence of external sources being recorded via a digital or analogue 8-24track recording device and label and title all archived content. Observed adjustments: adjustments necessary during the recording whilst monitoring the material under observation, constantly check levels being recorded.

Balancing of levels: you will be required to review the recorded signal levels of material, balance the discrete recorded tracks to improve the clarity of all playback levels. Safely operate machinery, menus and parameters to store recordings

You must operate and control digital or analogue recording devices in ways that prepare all recorded material for archiving, list discrete track titles and content, title and version of recording, dates and times, source of recording.

This standard demonstrates that you can operate and perform basic recording tasks alongside others whilst assisting the 24 track recording session. A live stereo recording is also required.

You will need to keep exact records of the live recorded set up and sources of recording with a full detailed and dated 24 track recall sheet completed.

# CCSMT13

## Assist with recording of live sound location sources

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### Performance criteria

*You must be able to:*

- P1 assist with all pre-recording activities
- P2 clarify documentation and consumables for recording production with appropriate persons
- P3 connect sound equipment and accessories correctly in line with safe technical and production requirements
- P4 refer faults and problems to appropriate persons
- P5 contribute to all recording operations
- P6 follow precise instructions about the placement and movement of microphones and accessories
- P7 assist with sound check to ensure levels and characteristics of recorded sound meet required standards
- P8 confirm signal-processing requirements and make test recordings to ensure no audible defects are present
- P9 listen to sound recording for audible defects and extraneous background sound and notify appropriate persons of any problems
- P10 log recordings and ensure labelling is accurate, legible, current and within production requirements (use SPARS system)
- P11 produce an accurate & dated track recall sheet of final recordings
- P12 disconnect sound equipment and accessories in line with safety, technical and production requirements
- P13 restore recording area to pre-recording condition

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### Knowledge and understanding

*You need to know and understand:*

- K1 cabling and obstruction procedures
- K2 the required documentation and consumables for recording
- K3 common audible defects in analogue and digital technologies
- K4 identification/logging requirements
- K5 the principles of microphones, including microphone placement
- K6 operational/technical limitations of recording mediums
- K7 pro recording formats and technical standards
- K8 signal-to-noise ratio, signal phase and audio signals
- K9 health and safety principles of safe listening, including safeguards against hearing loss
- K10 relevant rig/de-rig and tidy up procedures

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<b>Date approved</b>	April 2012
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<b>Validity</b>	Current
<b>Status</b>	Original
<b>Originating organisation</b>	Creative & Cultural Skills
<b>Original URN</b>	CCSMT13
<b>Relevant occupations</b>	Recording Engineers; recording Producers; mix engineers; assistant engineers; mastering Engineers; programmers; tape ops;
<b>Suite</b>	Music Technology
<b>Key words</b>	OB/Location recording; Engineering; Live performances; Recording; multi-tracking; Archiving; digital analogue audio materials; digital content; import/export; migration/transfer of digital audio; USB; digital recording; recording engineers; recording studios; hard drives; floppy disk; CD-R/DVD-R or CDRW/DVD-RW; Pro S-Cards; USB storage devices; removable drives; sound; music; music technology;