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### Overview

There are many ways of originating analogue and digital recordings on a wide variety of hardware and/or software devices. Common to understanding all of these systems is the basic practices of the editing process. This standard is about basic knowledge relating to correctly and professionally editing recorded source materials.

This standard is designed to allow you to demonstrate a good basic working knowledge of editing methods including the ability to carry out accurate editing of differing types of audio materials.

It is important that you understand that what they are editing today may be passed on to another engineer to use elsewhere. All final edited work needs to be useable by others without requiring further work or preparation. In these ways this standard is intended to show that you have good basic editing theory and practice with an acceptable quality output and a secure method of archiving all versions of any material edited.

### **Good practice and operation:**

You will be required to import/transfer audio files from tape for editing and then save and archive the new and renamed audio file prior to any editing. You will also be required to remove unwanted noise from a recorded source, and then save and archive this new edited/cleaned audio file. You will be required to implement actions to safely and professionally secure and save entire recorded content via WAV, AIFF, (file formats) DVD, DVD RAM, Digital removable HD CADDY, TAPE, DAT, CD, External HD.

### **Label and title all archived content. (using SPARS system where applicable)**

Part of this standard involves correctly editing out unwanted audio problems such as coughs or sneezes from a live interview section, and then save and archive the file. You will be required to edit a drum and percussion recording showing good understanding of tempo and timing knowledge. The audio source can be either digital or analogue but must be saved as digitally captured material and edited and stored in the form of a computer based audio file (.wav or .aiff). You will independently edit recorded material to the required specification and save the newly edited work. Backups should be made by of all original and edited materials. You will need to edit a variety of requested sources, as they would be required to do for a commercial client. This standard utilises the multi tasking skills expected of today's recording engineers, editing engineers, mastering engineers, mix engineers and programmers.

# CCSMT21

## Edit sound and spoken word using both analogue and digital systems

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### Performance criteria

*You must be able to:*

- P1 transfer or import basic audio material without any deterioration in the quality
- P2 carry out basic editing decisions
- P3 carry out specific requested editing instructions
- P4 create and produce improvements to selected audio files without any obvious deterioration of the materials
- P5 produce tempo and timing editing decisions
- P6 save and archive edits as new audio files alongside original audio copy
- P7 make basic audio connections to digital editing and recording equipment
- P8 operate a computer-based (DAW) digital editing system and menus and parameters
- P9 configure equipment to safely transfer audio materials
- P10 identify areas of audio requiring editing or cleaning
- P11 provide editing solutions to resolve problems and improve audio
- P12 use editing functions on a computer digital editing program
- P13 make corrections and improvements to audio materials
- P14 maintain procedures to ensure audio does not deteriorate or degrade
- P15 assemble small drum and percussion edits to correct timekeeping
- P16 assemble vocal/music edits that reflect good timing, pace and tempo awareness
- P17 measure the overall timing and feel of audio to be edited
- P18 adjust bad timing and tempo errors with accurate editing decisions
- P19 make safe and secure recall archive of edits
- P20 restore saved edits on another digital workstation
- P21 reset and tidy equipment

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## Edit sound and spoken word using both analogue and digital systems

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### Knowledge and understanding

*You need to know and understand:*

- K1 the types of analogue and digital connectors
- K2 mono, stereo, balanced and un-balanced properties
- K3 procedures for connecting digital editing and recording equipment
- K4 how to use menus and parameters to transfer and import audio
- K5 the importance of preserving original audio content
- K6 common editing problems associated with many editing scenarios
- K7 basic editing solutions to improve audio and remove problems
- K8 ways in which digital editing parameters are used
- K9 ways to correctly edit and repair audio material
- K10 editing procedures for ensuring audio materials do not deteriorate or degrade
- K11 the process of timekeeping and tempo relationships with all editing decisions
- K12 how to prepare and manage digital editing menus and parameters
- K13 how to save and manage audio materials
- K14 how to restore and verify edited material

# CCSMT21

## Edit sound and spoken word using both analogue and digital systems

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Version number	1
Date approved	April 2012
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Validity	Current
Status	Original
Originating organisation	Creative & Cultural Skills
Original URN	CCSMT21
Relevant occupations	Recording Engineers; recording Producers; mix engineers; assistant engineers; programmers; editing engineers; OB/post engineers; tape ops;
Suite	Music Technology
Key words	<p>plug-ins; processing software; cut; copy; paste; delete; insert; transfer; delete; filter; noise reduction; spatial improvement; use of EQ, rearrangement; top and tail; fades; save; background interference; general ambience; wind; external interruptions; phasing; coughing; sneezing; noise; bad recordings; pops; clicks; repetition; false starts; bad fades;</p> <p>interviews; tempo and pace; length of audio; extend or shorten audio without any detriment or distraction to the overall piece; editing sentences of speech; editing musical pieces; deletion of audio; general observation and awareness; Spoken word; BWAV; WAV; AIFF; (file formats) DVD; DVD RAM; digital removable HD CADDY; TAPE; DAT; CDR; external HD storage device; music; sound; music technology</p>