SFJ ZI08

Copy, edit and produce compilations of recorded technical support product

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Overview

This unit is about copying, editing and producing compilations of recorded electronic media products such as audio, video and computer data. It covers the copying and editing of complete products and of specified sections of products. The unit also includes the need to establish and maintain continuity and integrity of media and products, and ensuring that secure storage facilities are used.

There are three elements

1. Prepare media and equipment
2. Produce media
3. Review the content and quality of assembled materials

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Prepare media and equipment

You must be able to:

P1 maintain the evidential integrity of the media throughout processing

P2 identify, locate and obtain media and confirm the format as appropriate for the equipment to be used

P3 agree requirements, timescales and subsequent changes to requirements with the customer and record these accurately

P4 make arrangements for the original materials not suitable for the equipment, to be transferred to the appropriate format, in time for use

P5 check and confirm the satisfactory operation of processing equipment prior to use and take appropriate action to resolve faults and problems

P6 report issues which cannot be resolved to the appropriate person and seek advice and assistance

P7 note relevant information about original materials accurately and in sufficient detail to enable the materials to be accessed and used

Produce media

You must be able to:

P8 load media correctly, check the video and audio levels and adjust them to meet required parameters

P9 record product in the specified sequence onto the media

P10 control the processing equipment precisely and accurately

P11 report issues in completing the work to specification accurately and promptly to the customer and propose possible solutions

P12 assemble materials to the required technical standards

P13 label completed media accurately with the necessary information, and place in the appropriate location for storage or dispatch

P14 return media and any records safely and securely to the appropriate place

Review the content and quality of assembled materials

You must be able to:

P15 identify any deviations from the specified requirements and clarify any uncertainties about those requirements

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Knowledge and understanding

Legal and organisational requirements

K1   your responsibilities under current legislation and regulations and the implications of non-compliance
K2   the approved ways of working under current best practice
K3   how to carry out risk assessments and why these are required

Prepare media and equipment

K4   what equipment is needed for different formats
K5   how to determine requirements for copy media
K6   how to identify and locate specified sections of media
K7   what information needs to be logged in relation to the media
K8   the range of different formats of source materials and the format(s) suitable for different types of equipment
K9   what sorts of information on the source materials may be relevant to their use in editing and needs to be noted for future reference (including issues arising during recording)
K10 how to handle and store original materials
K11 who to report issues to when it is not possible to rectify them
K12 interference reduction techniques and the effect these may have on the product

Produce media of product

K13 how to operate equipment
K14 how to carry out basic fault finding
K15 how to recognise and investigate potential problems in the technical quality of materials
K16 what information needs to be included on labels
K17 the different types of specification - what information they should contain and how to interpret and follow their instructions
K18 the reasons why it may not be possible to process and analyse the product
K19 how to present materials to decision makers and what supporting information they need
K20 how to establish continuity and integrity of media and products

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Review the content and quality of assembled materials

K21   how to describe and explain any deviations from the specification
K22   ways of assessing the implications of making changes to the materials
K23   how to present information and ideas in a clear and constructive way

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Scope/range related to performance criteria

Produce media

1 media
    1.1. completed media
    1.2. specified sections of media

Review the content and quality of assembled materials

2 implications
    2.1. technical
    2.2. ethical
    2.3. resource
    2.4. timescale / deadline

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