SFJ ZI09
Process recorded technical support products

Overview

This unit is about processing recorded media products. This includes the preparation of equipment and materials and processing the specified materials.

There are two elements

1. Prepare equipment and materials for processing
2. Process specified materials

SFJ ZI09
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Performance criteria

Prepare equipment and materials for processing

You must be able to:

P1 maintain the continuity and integrity of the product
P2 obtain relevant information on the source materials and the outcomes required
P3 clarify unclear requirements with appropriate sources
P4 assemble sufficient supplies of materials ready for use
P5 locate, access and note the materials to be processed
P6 make arrangements for the source materials not suitable for the equipment to be transferred to the appropriate format, in time for use
P7 assess the technical quality of source materials accurately and report any problems which would adversely affect the process to the appropriate person
P8 check that equipment is in good working order and operating to manufacturer's specification prior to use
P9 report identified faults in equipment to the appropriate person and take relevant remedial action

Process specified materials

You must be able to:

P10 select specified tracks from the source materials for processing
P11 monitor the technical quality achieved to identify any problems in the process
P12 inform the appropriate person of technical issues that cannot be resolved
P13 title processed materials accurately and uniquely and store them securely
P14 note details of the work undertaken and the finished product accurately and completely
P15 return source materials safely and securely to the appropriate place

SFJ ZI09
Process recorded technical support products

Knowledge and understanding

Legal and organisational requirements

You need to know and understand:

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 equipment and materials for processing

You need to know and understand:

K4   the nature and function of processing equipment and the reasons why materials are processed

K5   what information is needed on the materials to be processed and the outcomes required (such as length and format of source materials, technical and quality standards required, resolution for processing)

K6   the different formats which source materials may be in and the formats suitable for processing equipment

K7   how to assess the technical quality of source materials and the types of problems which would affect the process

Process specified materials

You need to know and understand:

K8   what factors affect the picture resolution and sound levels, quality and format required

K9   the different conditions in which processed materials must be stored

K10 what aspects of technical quality can and should be monitored during the process, and how to resolve faults and problems

K11 what information to record and the importance of keeping accurate records

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