

SKSPP16

Manage media in post production



Overview

This Standard is about ensuring that raw material to be used in post production is securely stored, logged and made available. It is generally referred to as the library function.

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Performance criteria

You must be able to:

- P1 identify what raw materials are needed or expected from which sources
- P2 identify whether materials received are as specified or required
- P3 report delays and problems in receiving or obtaining raw materials
- P4 note and report information given about the technical quality of the raw materials
- P5 acknowledge receipt of materials
- P6 check and resolve any uncertainties about what material has been received
- P7 name and label the material and its container accurately and unambiguously, maintaining the appropriate project-specific or facility naming conventions
- P8 maintain the facility database and log of materials in a format that can be used throughout the post production workflow
- P9 assess the security of your data storage and use and create a backup of the data where appropriate
- P10 generate media files from the source data for use in any relevant post production processes
- P11 assess and highlight how the transformation of the data will affect the quality and usage of the resulting media files.
- P12 store or locate materials safely and securely so that they are known and available to those who will use them
- P13 delete material, having confirmed it is safe to do so, at the required time

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Knowledge and understanding

You need to know and understand:

- K1 common formats for input materials and assets
- K2 what information is likely to be needed about material received
- K3 how to check technical quality of materials
- K4 methods of safe storing and logging for different types of material
- K5 ways in which material can be damaged and how to avoid it
- K6 naming conventions
- K7 current viewing standards and current professional, national and international deliverable standards and expressions of best practice for a range of platforms
- K8 how to ensure that material is secure and uncompromised
- K9 principles of management of metadata and its importance
- K10 library and archiving conventions and procedures
- P14 common problems that arise with material and with specific clients
- P15 who to inform about receipt and about problems
- P16 industry conventions for describing problems
- K11 procedures for deletion of material

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Suite	Post Production; Editing
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