

Assessment brief

Subject

Audio and video editing

Units

CUASOU407 - Edit sound

CUAPOS201 - Perform basic vision and sound editing

Course

CUA41215-01V01 Certificate IV in Screen and Media

If you have questions about this document or your assessment, please contact your teacher in the first instance:

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Your teacher is always your first point of contact. Should you need to contact the Head Teacher, Natalie Pozdeev, please email her: natalie.pozdeev@tafensw.edu.au

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Delivery schedule

Key details

Key dates	Semester 1, 2020 Course dates February 10 – June 12 Mid semester break: April 10 (Good Friday) – April 26
What to bring	Please bring your smartphone (if you have one). Ensure that you bring any chargers or cables required for your device to every lesson in case needed. Textbooks and media equipment are available to borrow from the Library. We recommend that you speak to your teacher prior to purchasing media recording equipment or accessories to ensure that they're suitable for your intended use.
Note	The week-to-week schedule is intended as a guide only. The schedule is subject to change at the discretion of your teacher.
What to do if you're away	If you're away, please notify your teacher and Head Teacher via email as soon as possible.

Week-to-week schedule

Week	Topics covered	Unit mapping
1	<p>UOC introduction</p> <p>Overview: Adobe editing programs Adobe Audition/ Premiere Pro 2020 Screen student still/ video shoot/edit examples Mp3/WAV/JPEG quality audio/stills, lossy/ lossless formats Non-destructive/destructive editing Safe work practice for editors Intro to Adobe Audition Saving work on the student drive Intro simple sound editing exercise: Ken Sparkes de-breathing (30 secs) Audition basic short cuts</p>	<p>CUASOU407 CUAPOS201</p>

Week	Topics covered	Unit mapping
2	Delivery schedule Lynda.com Linked Learning subscription login Audacity – free software, great for students Audition review Intro audio editing exercises debreathing and cleaning up audio Ken Sparkes (30 secs) ; Woolworths (30 secs); Philco financial clean up; Joe Um Simpson cutdown Intro sound quality, kHz/bits 44kHz 16 bit audio Amplitude and frequency Basic short cuts review Finishing up class	CUASOU407 CUAPOS201
3	Intro editing stills to music Brainstorm ideas for a story with sound effects/ ambience/ music/ thought track (e.g. story of you; a place you love; a day in your life; your journey to TAFE; your passion) Show Wordpress example Engage students with their mobile phone settings Bring your own photographs, 15 to 20 stills to class to edit into a story starting in week 5 Different types of voice recordings discussion/ target audiences Audio editing exercises, debreathing and cleaning up audio Ken Sparkes (30 secs) ; Woolworths (30 secs); Philco financial clean up; Joe Um Simpson cutdown Save your sound file edits to the student drive	CUASOU407 CUAPOS201
4	Planning: The value of the storyboard for an editor Gain/ normalisation Sound quality, why you can't just 'fix' bad recordings Digital distortion Exporting MP3/ WAV files demo *see doc in teacher folder with screen grabs Audition Intro multitrack editing Bring Ken Sparkes debreathed audio into Audition Edit channel 9 promo using other sound elements	CUASOU407 CUAPOS201

Week	Topics covered	Unit mapping
5	<p>Audition multitrack editing review</p> <p>Waveform vs multitrack editing/ windows review</p> <p>Finish multitrack edit</p> <p>Multitrack mixdown demo</p> <p>Copy multitrack session and export to Final Assessments</p> <p>Premiere Pro stills project; setup; stills/video import</p>	<p>CUASOU407</p> <p>CUAPOS201</p>
6	<p>Intro to Premiere Pro</p> <p>Being organised, file organising conventions</p> <p>Bins and clip naming</p> <p>Importing stills review</p> <p>Editing your own stills story</p> <p>Demo red edit stills to music</p> <p>How to add txt/ music</p> <p>Edit your own red stills sequence</p> <p>Start organizing and editing your own stills story</p> <p>Backing up your work (iCloud, USB)</p>	
7	<p>Story editing, including titles, credits</p> <p>Adding music/ sound effects/ ambience/ thought track</p> <p>Server sound effects/ music libraries</p> <p>Wordpress copyright info</p> <p>Continue editing your own stills story</p>	<p>CUASOU407</p> <p>CUAPOS201</p>
8	<p>Finish stills story</p> <p>Export and copy your project and stills story export to Final Assessments</p>	<p>CUASOU407</p> <p>CUAPOS201</p>
9	<p>Video story intro</p> <p>How to shoot a good interview/ what's important</p> <p>Basic screen language</p> <p>Microphones/ wind sock</p> <p>Distracting video elements</p> <p>Lighting/ exposure</p> <p>Test shoot/ project set up and import</p> <p>Shoot simple Video stories to edit in class next term over the TAFE break</p> <p>* We will discuss this during our classes</p>	<p>CUASOU407</p> <p>CUAPOS201</p>
10	<p>Editing effects/ corrections/ green screen</p> <p>Exercises & experimentation</p>	<p>CUASOU407</p> <p>CUAPOS201</p>

Week	Topics covered	Unit mapping
11	Horizontal vs vertical video Square stills/ video Editing vertical video More effects (e.g. slow motion, time lapse)	CUASOU407 CUAPOS201
12	Edit video story	CUASOU407 CUAPOS201
13	Edit video story	CUASOU407 CUAPOS201
14	Edit Video story Finalise story with titles, credits, supers/subtitles	CUASOU407 CUAPOS201
15	Export and copy your Project and Final video to Final Assessments	CUASOU407 CUAPOS201
16	Feedback and screening week	CUASOU407 CUAPOS201

Assessment instructions

Assessment details	Instructions
<p>Assessment overview</p>	<p>The objective of this assessment is to assess your knowledge and performance as would be required to complete the following units:</p> <ul style="list-style-type: none"> • <i>CUASOU407 Edit Sound</i> • <i>CUAPOS201 Perform basic vision and sound editing</i> <p><i>CUASOU407</i> You will be required to demonstrate the skills and knowledge required to edit sound material to meet production requirements.</p> <p>This involves assessing the quality of source materials, preparing source materials for sound editing, making technically accurate sound edits, and applying sound effects to enhance the final product.</p> <p><i>CUAPOS201</i> You will be required to demonstrate the skills and knowledge required to perform basic editing functions for screen productions.</p> <p>This involves digitising, cutting and logging pre-recorded image and audio content under the direction of an experienced editor. Within clearly defined parameters, they also edit content using the basic functions of editing software.</p>
<p>Assessment Event number</p>	<p>1</p>
<p>Due dates</p>	<p>Part 1 week 8, part 2 week 15</p>
<p>Instructions for this assessment</p>	<p>This is a clustered skill-based assessment that will be assessing your ability to demonstrate the skills and knowledge required to achieve competency in the units listed in this document.</p> <p>It is a practical assessment in which you will be observed by your teacher over time. The teacher will provide instruction, demonstration, repetition, feedback and support materials to you in class. You will be required to produce a portfolio of work related to the competencies for which you are required to provide evidence. This portfolio of work will be gathered to reflect what you have learnt.</p> <p>Each edit in the portfolio of work is required to be an authentic reflection of what you have done, demonstrating your current knowledge and skills.</p> <p>This assessment is in 2 parts:</p> <ol style="list-style-type: none"> 1. <i>Portfolio of audio edits/ stills story edit (minimum 15 stills)</i> 2. <i>3-5 minute video edit and written reflection</i>

Assessment details	Instructions
Submission instructions	Please copy your completed edits to Final Assessments on the student drive. It is important that you keep a copy of all assessments submitted to TAFE, and regularly back up all your files. If requested, you must be able to provide a new copy of your assessment.
What do I need to do to achieve a satisfactory result?	To achieve a satisfactory result for this assessment all parts must be completed to a satisfactory level (as indicated in the criteria section of the Assessment Checklist).
What do I need to provide?	Access to a computer with an internet connection.
What will the assessor provide?	Simulated safe work environment, studio with tools and equipment and consumables materials required to produce the product. Computers and internet access. Adobe Audition and Premiere Pro software access in class.
Late assessments	<p>Assessments submitted after the due date and time may not be accepted. Extensions are at the discretion of the teacher and Head Teacher.</p> <p>You should discuss this with your teacher/facilitator as soon as possible, giving reasons for your lateness or absence.</p> <p>Where possible, you should provide evidence to support your reason(s). For example, by providing a medical certificate if you missed an assessment through illness.</p> <p>Please see Every Students Guide to Assessment for more detail.</p>
Cheating & Plagiarism	<p>There are penalties for learners found to be cheating and/or plagiarising in an assessment.</p> <p>Please ask your teachers or library staff if you need additional information on how to avoid plagiarism, including how to reference appropriately.</p> <p>Please see Every Students Guide to Assessment for more detail.</p>
Assessment feedback, review or appeals	<p>Appeals are addressed in accordance with Every Students Guide to Assessment.</p> <p>You should receive feedback on your progress throughout the semester. Please note that this feedback will be completed informally.</p>

Assessment details	Instructions
	<p>You should receive formal feedback after you have submitted all assessment tasks.</p> <p>In accordance with the TAFE NSW policy <i>Manage Assessment Appeals</i>, all students have the right to appeal an assessment decision in relation to how the assessment was conducted and the outcome of the assessment. Appeals must be lodged within 14 working days of the formal notification of the result of the assessment.</p> <p>Contact your Head Teacher for the assessment appeals procedures or to request a review of your results or if you have any concerns about your results.</p>
More information	<p><u>Please refer to your copy of <i>Every Student's Guide to Assessment</i>. Copies are distributed as part of your course orientation. Additional copies are available from the TAFE NSW website, or by speaking with your Head Teacher.</u></p>

Specific task instructions

Editing portfolio part 1

To complete this part of the assessment, you will be required to submit a portfolio of evidence of practical activities, demonstrating your skills as related to the unit of competency.

You should refer to the list of criteria in the assessment checklist to understand what you need to demonstrate in this section of the assessment. This checklist outlines the assessment criteria used to assess your performance. You can also clarify the assessment requirements with your teacher.

Once completed you will need to submit this assessment for marking.

Editing portfolio part 1:

Audio and stills edits

- 1 Ken Sparkes WAV
Debreath and edit to 30 secs duration
- 2 Woolworths Paddington WAV
Debreath and edit to 30 secs duration
- 3 Philco Financial WAV
Edit to clean up audio
- 4 Joe Um Simpson MP3
Cut-down to 10 mins or under
- 5 Channel 9 Promo edit session and
multi-track mixdown WAV
- 6 Stills story edit (15-20 stills) H264 MP4

File types Wav; mp3; WAV; H264.mp4

How to submit Files copied to **Final assessments** folder in Student drive

Editing portfolio part 2:

Video edit and reflection

- 1 3-5 minute video edit using Adobe Premiere Pro in class
Project and H264 MP4 export copied to Final Assessments
on the Student drive
- 2 Written reflection of your video edit
Minimum 300 words also copied to Final Assessments

File types H264.mp4

How to submit Files copied to **Final assessments** folder in Student drive

Additional details:

Portfolio part 1

Audio edits

DUE WEEK 8

Using Adobe Audition, you will edit the audio exercises below.
Note that edits 1 & 2 have a set duration.

All edits need to be:

Cleaned up and tightened

- 1 Ken Sparkes.wav
Debreath and edit to 30 secs duration
- 2 Woolworths Paddington.wav
Debreath and edit to 30 secs duration
- 3 Philco Financial.wav
Clean up audio
- 4 Joe Um Simpson.mp3
cut-down to 10 mins or under
- 5 Channel 9 Promo
Multi-track mixdown

You will be given more detail during class.

On completion your edits need to be copied into Final Assessments on the student drive.

For your Channel 9 promo multitrack edit please copy your session file and multitrack export.

*see Exporting doc in teacher folder with screen grabs

Portfolio part 1

Stills story edit

DUE WEEK 8

Using your iphone/ smart phone shoot 15 to 20 stills, copy them to your student folder and edit your story together using Adobe Premiere Pro 2020 during your editing classes.

Your edited story must include: sound effects; ambience; music; a title

Optional: a voice thought track; extra text

Story suggestions:

Story of you; a place you love; a day in your life; your journey to TAFE; your passion; an adventure.

Export a H264 Mp4 file and copy your project and export to Final Assessments folder in the student drive.

Portfolio part 2

Video edit

DUE WEEK 15

You are required to edit a short 3-5 minute video using Adobe Premiere Pro in class.

During the TAFE break either individually or in a group you need to shoot some raw video and audio that you can edit into a simple video story.

The requirements are:

At minimum one short interview; at least 2 vox pops; an intro; an outro; enough B roll shots to cut an interesting story together.

The story idea is your choice as long as it is suitable to be screened at TAFE.

To be found competent for your Video edit you need to demonstrate the following:

- A well named project that is the correct format
- Raw media copied from your mobile phone to a Video edit folder inside your student folder
- Your raw media clips named and organised into bins
- Clips named to help you edit more efficiently
- A bin for your sequences, with named sequences inside the bin. You need to duplicate your sequences and name them well so that you have a history of your edit
- Take on Teacher feedback and make changes to improve your edit
- Report and resolve any technical issues with the Teacher
- A developed edit to an on-line video platform delivery standard that meets the video brief
- A simple title and supers if appropriate that are title safe
- Stereo music, ambience and sound effects added to your edit
- Cleaned up audio
- Well balanced audio tracks with any voice peaking between -12 and -6 dB
- Video and audio problems fixed as much as possible
- A 1080/720 p30 H264 MP4 export named: *Your name* video export
- Please copy your project and export to Final Assessments on the student drive
- Follow ergonomic safe work practices when editing at your computer as outlined by the Teacher
- Close student drive, editing and other software, logout and shutdown your computer at the end of class

Portfolio part 2

Reflection

DUE WEEK 15

Write a minimum 300 word reflection of your video edit.

Your reflection should include:

1. Evaluation of the success of your work
2. What you learnt
3. How effective was your editing
4. What you might do differently to further develop your work

Assessment Checklist

The following checklist will be used by your assessor to mark your performance against the assessment criteria of your submitted project. Use this checklist to understand what skills and/or knowledge you need to demonstrate in your submission. All the criteria described in the Assessment Checklist must be met. The assessor may ask questions if appropriate directly after the task has been submitted.

TASK	Instructions	S	U/S	Assessor Comments
1	Audio edits portfolio: All audio edits delivered as per task instructions and teacher requirements by due date			
	Stills story edit: Stills story edit delivered as per task instructions and teacher requirements by due date			
2	Video edit: Video story edit delivered as per task instructions and teacher requirements by due date			
	Evaluate own work: Written reflection Reflect on your project process and outcomes as per task instructions by due date			

Part 4: Assessment Feedback

Unit/s of Competency:	CUA41215-01V01 Certificate IV in Screen and Media
Assessment Task/s:	Part 1. Audio and stills edits Part 2. 3-5 minute video edit and reflection
Student Name:	
Student ID:	

Assessment outcome

- Satisfactory Unsatisfactory Resubmission required

Assessor Feedback

- Are you assured that the evidence presented for assessment is the student's own work?

Assessor's comments on student assessment:

Assessor's recommendation on how to improve performance:

Assessor name, signature and date:

Student acknowledgement of assessment outcome

Would you like to make any comments about this assessment?

Student name, signature and date

The results of my assessment have been discussed and explained to me.