STANDARD KEMAHIRAN PEKERJAAN KEBANGSAAN

(NATIONAL OCCUPATIONAL SKILLS STANDARD)

PHOTOGRAPHY

LEVEL 3

JPK

JABATAN PEMBANGUNAN KEMAHIRAN

KEMENTERIAN SUMBER MANUSIA, MALAYSIA

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STANDARD PRACTICE

NATIONAL OCCUPATIONAL SKILLS STANDARD (NOSS) FOR;

PHOTOGRAPHY

LEVEL 3

1.   INTRODUCTION

Photography is a field which can be defined as the art or the process of producing images of objects on photosensitive surfaces.[1] In other words, photography also can be defined as a nonverbal communication through universal visual symbols which connects people through interests, locations, and cultures. On the other hand, photography is also essential to the advertising industry by newspapers, magazines, books, and television to convey information and advertise products and services. Photography is also widely used in education and training within the academic world, industry, and the armed services.

Photography can be divided into many fields. Firstly, the Feature photography essentially involves telling a story in pictures and therefore requires knowledge of the subject. Feature Photographers cover an entire theme or subject with a set of photographs. The work is varied and leads to assignments at any time and in any place like that of photographing people at home or life in foreign parts or schools at work anything that makes a story. Photographers specialise in the photography of wildlife, sports travel and environment. They may work with news reporters or work as free lancers and take independent assignments on environment and wild life.[2]

Secondly, the Fashion photography as a career developed recently in India. It is an extremely creative and well paid profession. Most fashion photography is done by

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[1] Professional Photography +Definition. 12/07/2012. Brooks Institute. Retrived from
http://www.brooks.edu/photography/definition.asp
[2] Photography : Job Prospects & Career Options. 12/07/2012. Education and Carrer. Retrived from
http://career.webindia123.com/career/options/media_entertainment/photography/jobprospects.htm

specialist studios or freelancers who are commissioned by fashion houses or advertising agencies. They usually work under the direction of a fashion expert. The bulk of fashion photography is carried out in either Mumbai or Delhi and involves by highly sophisticated and well equipped studios by freelancers who are commissioned by fashion houses of advertising agencies. They can also find employment with fashion houses, designers, fashion journals and news papers.

Thirdly, the Nature and Wildlife Photography involves taking photographs of animals, birds, plants and landscapes. Meanwhile photos of rare species are in great demand of nature photographs, and widely used as motives for calendars or covers. Romantic sunsets, flowers, trees, lakes and waterfalls are interesting subjects for a nature photographer. Lastly, the Forensic Photography is of crime scene, and must be photographed from every angle clearly to show details with the emphasis on accurate recording, the size and distance of objects. They can find employment with law enforcement agencies, police, legal system and in the investigative services of the government and also private detective agencies.

Apparently, underwater photography is an action of taking photograph under the sea or water. Underwater photographs are usually taken while scuba diving, snorkelling and diving with the specialized equipment, techniques and diving license. It is a distinctly different technique from land photography. There are two types of underwater cameras as, amphibious and housed. The amphibious cameras used either underwater or land, although some lenses are for underwater use only which known as water contact lenses. The housed camera is being protected from the damaging effects of seawater by a waterproof enclosure. When the photographer dive into the sea, the camera can assist in documentation by recording what is seen. Furthermore, the visual data will assist in accurate description of the observed phenomena. Depth affects light and creates physiological considerations for the photographer. As a result, underwater photography requires an understanding of certain principles of light beneath the sea.

Aerial photography is a process of taking photograph above the surface of the earth by using of aircraft as, helicopter, fixed-wing airplanes, kite, hang gliders, parachutes, remote control airplanes, hot air balloons and blimps or unmanned aerial vehicle. Added, the aerial photographs are among the most important and commonly utilized kinds of remotely sensed images. There are two major types of aerial photographs such as, oblique photograph and vertical photograph. Oblique photograph can be divided into two as high oblique and low oblique. High oblique photograph taken with the camera inclined about 60° from the vertical which cover very large area and the low oblique photograph taken with the camera inclined about 30° from the vertical which cover relatively small area. However, vertical photographs are taken straight down. It is mainly used in photogrammetry and image interpretation. Pictures that will be used in photogrammetry are traditionally taken with special large format cameras with calibrated and documented geometric properties.

In addition, a camera no matter how many automatic features it may have is a lifeless piece of equipment until a photographer uses it. It becomes a uniquely responsive tool as an extension of the photographer's eye and mind. A photographer creates a picture by process of selection.[3] Photographers may begin their career as an amateur and become experienced and professional photographers when they take advance courses. Photographer should acquire the technical knowledge which is needed in order to be a successful and professional photographer. There are many kinds of photographers such as, commercial photographers, portrait photographers, advertising photographers, fine art photographers and so on.

Finally, without a good foundation in the principle elements of photography, the resulting photograph will fall far short of its goal. A good photographer has

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[3] History - What is Photography? 12/07/2012. School Curiculum in Photography. Retrived from http://scphoto.com/html/history.html

willingness to learn a passion for his craft and ability to connect with the viewers by his photographs. A great photograph is the one which able to express the feeling with deepest sense about what is being captured.

Therefore, the National Occupational Skill Standard (NOSS) in the field of Photography is being developed for national and international industrial needs. Personnel who are interested to achieve skills and ability in photography could use this NOSS for his/her career development. This NOSS is also developed and will be reviewed from time to time according to the advancement of photography equipments and styles or current industrial needs.

Pre-requisite

Based on the workshop findings, it was decided that the minimum requirements for those who are interested to enrol course are as follows:

- 16 years of age or older.
- Good sense of colour and sight.
- Minimum academic qualification.
- Medically fit.

2. OCCUPATIONAL STRUCTURE

Photography (Level 3) personnel comes under the sub-sector Photography. Fig. 1.0 and Fig.1.1 show the structured career path and area of Photography (Level 3) personnel.

The panel of experts had concluded that this job area starts from tier 3 due to requirement of vared work activities and performed in a variety of context, most of which are complex and non-routine. There is considerable responsiblity and autonomy and control or guidance of others is often required. Where by some of the activities are non-routine and required individual responsibilty and autonomy. To produce skilled workers in this industry, the needs for structures training are essential.

SECTOR	ART & CULTURE		
SUB SECTOR	PHOTOGRAPHY		
JOB AREA	PHOTOGRAPHY		
JOB LEVEL L5	Chief Photographer		
L4	Assistant Chief Photographer		
L3	Senior Photographer		
L2	Photographer		
L1	Assistant Photographer	NA	Assistant Photographer

Fig. 1.0 Occupational Structure for Photography (Level 3) personnel

SECTOR	ART & CULTURE
SUB SECTOR	PHOTOGRAPHY
JOB ARE	PHOTOGRAPHY
JOB LEVEL L5	Photography
L4	Photography
L3	Photography
L2	NA
L1	NA

Fig. 1.1 Occupational Area Structure for Photography (Level 3) personnel

3. DEFINITION OF COMPETENCY LEVEL

The NOSS is developed for various occupational areas. Candidates for certification must be assessed and trained at certain levels to substantiate competencies. Below is a guideline of each NOSS Level as defined by the Department of Skills Development, Ministry of Human Resources, Malaysia.

Malaysia Skills Certificate Level 1:	Competent in performing a range of varied work activities, most of which are routine and predictable.
Malaysia Skills Certificate Level 2:	Competent in performing a significant range of varied work activities, performed in a variety of contexts. Some of the activities are non-routine and required individual responsibility and autonomy.
Malaysia Skills Certificate Level 3:	Competent in performing a broad range of varied work activities, performed in a variety of contexts, most of which are complex and non-routine. There is considerable responsibility and autonomy and control or guidance of others is often required.
Malaysia Skills Diploma Level 4:	Competent in performing a broad range of complex technical or professional work activities performed in a wide variety of contexts and with a substantial degree of personal responsibility and autonomy. Responsibility for the work of others and allocation of resources is often present.
Malaysia Skills Advanced Diploma Level 5:	Competent in applying a significant range of fundamental principles and complex techniques across a wide and often unpredictable variety of contexts. Very substantial personal autonomy and often significant responsibility for the work of others and for the allocation of substantial resources features strongly, as do personal accountabilities for analysis, diagnosis, planning, execution and evaluation.

4. MALAYSIAN SKILL CERTIFICATION

Candidates will be awarded with Malaysia Skills Certificate (SKM) for level 3 after being assessed, verified fulfilled the Malaysia Skills Certification requirements.

5. JOB COMPETENCIES

A Photography Level 3 is competent in performing:
- Photography Pre-Production
- Photography Production
- Image Editing
- Photography Maintenance
- Photography Sales Service
- Remote Control Photography
- Scuba Diving

6. WORKING CONDITIONS

Generally, the photographer will work under similar operating hours of the organization or company. They may involve in organizing extra training activities outside normal working hours. Normally they work in laboratories, workplaces or at the allocated sites. Most of the time, they are expected to work during weekends and certain gazetted public holidays. The photographers always must aware of new technologies on hardware and software applications along with the ICT world.

Working conditions for photographers are vary considerably depending on their specialty. Photographers employed in government and advertising agencies usually work a 5 days or about 40hour in a week. On the other hand, news photographers often work long hours, irregular hours and must be available to work on short notice. Besides, many photographers work part time or variable schedules. Added, the portrait photographers usually work in their own studios but also may travel to take photographs at the client's location, such as a school, a company office or a private

home. The news and commercial photographers frequently travel locally, stay overnight on assignments or travel to distant places for long periods.

On the other, a self-employment photographer allow for greater autonomy, freedom of expression, and flexible scheduling. However, income can be uncertain and continuous, time-consuming search for new clients can be beneficial. Some self-employed photographers hire assistants who help seek out new business.

Moreover, the working conditions may be uncomfortable, involving all weather conditions, remote locations or cramped studios. In certain fields of photography, such as documentary photography, work may also be dangerous, particularly when on assignment in war zones or unstable countries. In some areas of photography, working days and hours will be led by demand. For example, wedding photographers are likely to be at their busiest on Saturdays during the 'wedding season' and sports photographers will expect to work weekends and evenings to cover fixtures and events.

7. EMPLOYMENT PROSPECTS

In employment prospects, photographers will face strong competition for most jobs due to reduced barriers to entry there will be many qualified candidates for relatively few positions. In addition, salaried jobs may be more difficult to obtain as companies increasingly contract with freelancers rather than hire their own photographers. Job prospects will be best for candidates who are multitalented and possess related skills such as picture editing and capturing digital video.

The employment for photographers between the years 2016 to 2017[4] is expected to grow moderately. Currently, unemployment for Photographers is high. Photographers are employed across several industries including the Professional,

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[4] Job Prospects. 12/07/2012. Job Outlook An Australian Government Initiative. Retrieved from http://joboutlook.gov.au/pages/occupation.aspx?code=2113&search=industry&Tab=prospects

Scientific and Technical Services; Arts and Recreation Services; Information Media and Telecommunications; and Construction. The vacancy level for photographers is low. The mix of industries employing photographers is very favorable for employment growth prospects.

Other related occupations/industries with respect to employment opportunities are:

- Aerial photographer
- Photojournalist
- Other Personal Services (Photo Finishing Services included
- Craft and fine artists
- Desktop Publisher
- Fashion designers
- Film and Video Editors and Camera Operators
- Industrial designers
- Graphic designers
- Printing workers
- Self-enrichment teachers

8. TRAINING, INDUSTRIAL/PROFESSINAL RECOGNITION, OTHER QUALIFICATIONS AND ADVANCEMENT

As for career advancement, most competent photographers learn and strengthen their skill on the job assignments. They usually begin as amateur photographers and gradually learn their skills as they gain more and new skills as they gain experience. Further certification may increase their chances of career development and accretion. Therefore, additional formal training/education and certification may lead these experience and competent photographers to become a certified senior photographer, assistant chief photographer and chief photographer.

9. SOURCES OF ADDITIONAL INFORMATION

9.1 Local

- Ministry of Human Resources Malaysia
  Level 6-9, Block D3, Parcel D,
  Pusat Pentadbiran Kerajaan Persekutuan,
  62530 Putrajaya,
  Wilayah Persekutuan Putrajaya, Malaysia.
  Tel: +603 8886 5000
  Fax: +603 8889 2381
  E-mail: ksm1@mohr.gov.my
  Web: http://www.mohr.gov.my/

- Ministry of Unity, Culture, Arts and Heritage
  Tingkat 16, 17, 26, 27, 29, 30, 34, 35 & 39,
  Menara TH Perdana, Maju Junction 1001,
  Jalan Sultan Ismail,
  50694 Kuala Lumpur, Malaysia.
  Tel: +603 2612 7600
  Fax: +603 2693 5114
  E-mail: info@heritage.gov.my / webmaster@heritage.gov.my
  Web: http://www.heritage.gov.my

- National Culture and Arts Department
  19th Floor, Menara TH Perdana,
  1001, Jalan Sultan Ismail,
  50694 Kuala Lumpur Malaysia
  Tel: 03-2612 7600
  Fax: 03-2697 5606
  E-mail: kebudayaan@heritage.gov.my

- Angkatan Senifoto Wilayah Persekutuan (ASFONWP)

  No. 81, Jalan Enggang Timur, Taman Keramat,

  54200 Kuala Lumpur,

  Wilayah Persekutuan (KL)

  Malaysia

  Tel: 012-2977020

- Malaysian Press Photographer Association(MPPA)

  Email: mppapress@gmail.com

  Web: http://www.mppapress.com/

9.2 <u>International</u>

- British Institute of Professional Photography (BIPP)

  The Coach House, The Firs,High Street,

   Whitchurch, Aylesbury,

  Buckinghamshire,HP22 4SJ

  Tel: 01296 642020

  Fax: 01296 641553

  Email: info@bipp.com

  Web:http://www.bipp.com

- Fédération Internationale de l'Art Photographique(FIAP)

  The International Federation of Photography Art

  Email: info@fiap.net

  Web: www.fiap.net

- World Photography Organization (WPO)

  9 Manchester Square, London,

  WiU 3PL,

United Kingdom

Web: http://www.worldphoto.org

10. ACKNOWLEDGEMENT

The Director General of DSD would like to extend his gratitude to the organisations and individuals who have been involved in developing this standard.

- **DEPARTMENT OF SKILLS DEVELOPMENT**

  Blok 4803, Suite 0-10,

  Bangunan CDB Perdana, Persiaran Flora,

  63000 Cyberjaya, Selangor Darul Ehsan.

  Tel: 03 - 8321 4700

  Fax: 03 - 8321 4888

  Web: http://www.dsd.gov.my

- **HAJI OMAR BIN HAJI SALLEH**

  Ketua Foto & Arkib 832,

  Unit Visual, Jabatan Penyiaran Malaysia,

  Tingkat 5, Wisma TV, 50614 Angkasapuri,

  Kuala Lumpur

  Mobile : 019 - 3434325

  Email : omar_rtm@yahoo.com

- **ZULKARNEAN BIN ABDULLAH**

  No. 17, Jalan Lagenda U2/8,

  Taman TTDI Jaya, 40150 Shah Alam, Selangor

  Mobile : 019 - 6412131

  Email : zool1956@yahoo.com.my

- **KAMARULZAMAN BIN RUSSALI**

  Faculty of Creative Multimedia

  Multimedia University

  63100 Cyberjaya

  Selangor

  Mobile : 016 - 6260634

  Email : manz@mmu.edu.my or kamarulzaman.russali@gmail.com

- **HAFIZ KAMARUZAMAN**

  Akademi Seni Budaya Dan Warisan Kebangsaan,

  464 Jalan Tun Ismail, 50480 Kuala Lumpur.

  Tel : 03-2697 1777 / 03-2697 5916 / 03-2697 5924

  Fax : 03-2697 5452

  Mobile : 019 - 3307557

  Email : mohamad.hafiz@aswara.edu.my or mohafizam@gmail.com

  Web : http://www.aswara.edu.my

11. COMMITTEE MEMBERS FOR DEVELOPMENT OF STANDARD PRACTICE (SP), COMPETENCY PROFILE CHART (CPC) AND COMPETENCY PROFILE (CP)

PHOTOGRAPHY

LEVEL 3

	EXPERT PANEL	
1.	Abas B. Hassan	Head of Academy/Photographer Akademi Fotografi Professional
2.	Mohd Haidar Abu Bakar	Director/Photographer Visual Edge Sdn Bhd
3.	Saiful Hasmadi	Manager/Photographer Studio Mediakreatif
4.	Mohammad Naim Firdaus	Honourable Secretary/Photographer Malaysian Press Photographers Association (MPPA)
5.	Aswad Bin Yahya	Photographer Utusan (M) Sdn Bhd
6.	Ku Shahril B. Ku Ahmad	Manager/Photographer FB Mutiara Ent.
7.	Zulhilmi Hafiz Zainal	Creative Director/Photographer Littlelab Media Sdn Bhd
8.	Kamaruzaman Yaacob	Executive Marketing/Photographer BERNAMA
9.	Mohd Saheh B. Mokhtar	Advisor of Academy/Photographer Akademi Fotografi Professional
	FACILITATOR	
1.	Mohd. Khairullah B. Ab Manaf (Allahyarham)	Senior Training Consultant Idaman Jauhari Sdn Bhd
	CO-FACILITATOR	
1.	Nurul Bt. Abdul Latif	Consultant Idaman Jauhari Sdn Bhd

12. COMMITTEE MEMBERS FOR DEVELOPMENT OF CURRICULUM OF COMPETENCY UNIT (CoCu)

PHOTOGRAPHY

LEVEL 3

	EXPERT PANEL	
1.	Abas B. Hassan	Head of Academy/Photographer Akademi Fotografi Professional
2.	Mohd Haidar Abu Bakar	Director/Photographer Visual Edge Sdn Bhd
3.	Saiful Hasmadi	Manager/Photographer Studio Mediakreatif
4.	Mohammad Naim Firdaus	Honourable Secretary/Photographer Malaysian Press Photographers Association (MPPA)
5.	Aswad Bin Yahya	Photographer Utusan (M) Sdn Bhd
6.	Ku Shahril B. Ku Ahmad	Manager/Photographer FB Mutiara Ent.
7.	Kamaruzaman Yaacob	Executive Marketing/Photographer BERNAMA
8.	Mohd Saheh B. Mokhtar	Advisor of Academy/Photographer Akademi Fotografi Professional
	FACILITATOR	
1.	Monaliza Binti Katomon	Managing Consultant Idaman Jauhari Sdn Bhd
	CO-FACILITATOR	
1.	Nablan B. Yusoff	Principal Consultant/ Master Trainer Idaman Jauhari Sdn Bhd
2.	Nurul Bt. Abdul Latif	Consultant Idaman Jauhari Sdn Bhd

COMPETENCY PROFILE CHART (CPC)

SECTOR	CULTURE & ART		
SUB SECTOR	PHOTOGRAPHY		
JOB AREA	PHOTOGRAPHY		
JOB LEVEL	THREE (3)	JOB AREA CODE	AC-050-3:2012

← COMPETENCY → ← COMPETENCY UNIT (CU) →

CORE	PHOTOGRAPHY PRE-PRODUCTION AC-050-3:2012-C01	PHOTOGRAPHY PRODUCTION AC-050-3:2012-C02	IMAGE EDITING AC-050-3:2012-C03	PHOTOGRAPHY EQUIPMENT MAINTENANCE AC-050-3:2012-C04
	PHOTOGRAPHY SALES SERVICE AC-050-3:2012-C05			
ELECTIVE	REMOTE CONTROL PHOTOGRAPHY AC-050-3:2012-E01	SCUBA DIVING AC-050-3:2012-E02		

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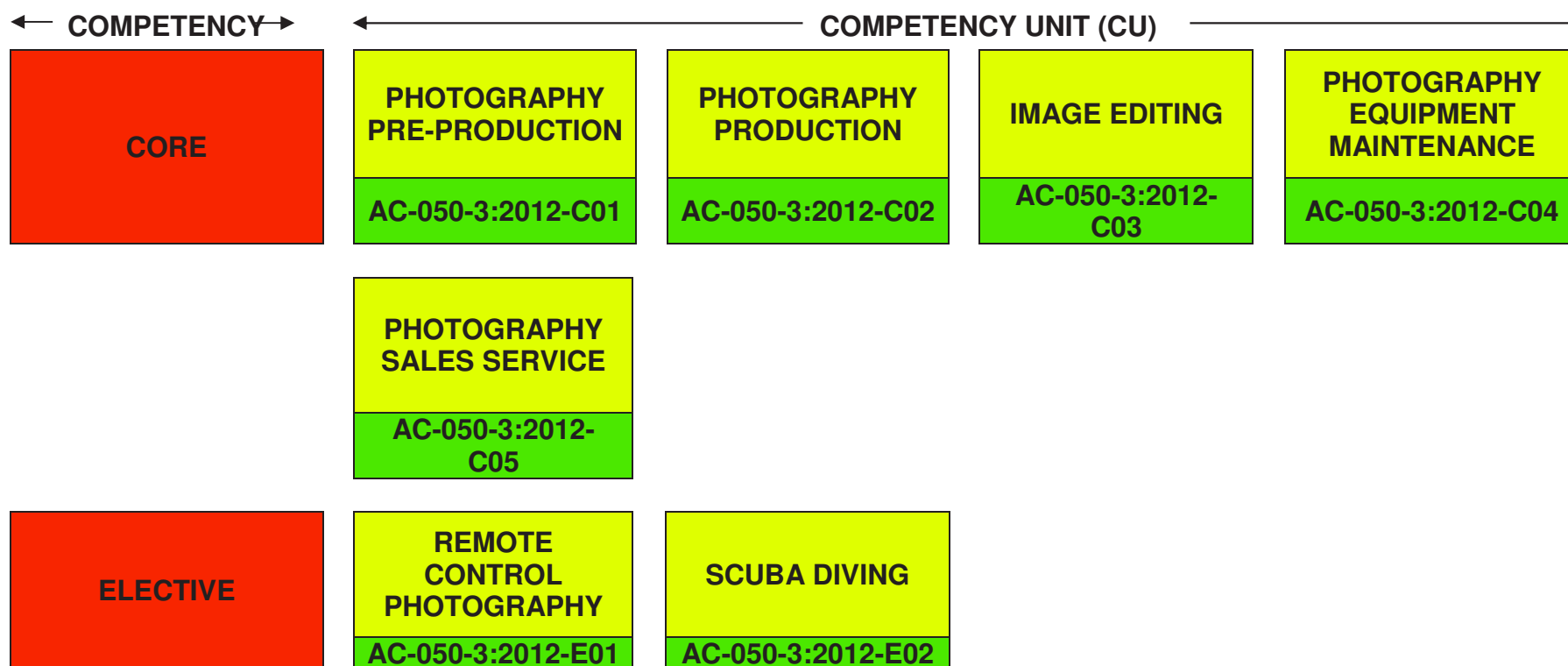
COMPETENCY PROFILE (CP)

Sub Sector	CULTURE & ART
Job Area	PHOTOGRAPHY
Level	THREE (3)

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
1. Photography Pre-Production	AC-050-3:2012-C01	Pre-production is a process of preparing all elements such as props, locations, talents, equipment, safety, photography shoot and photographers involves in photography production. At this stage finalizing of photography production go into effect. Talents, props, locations, equipment, safety, shooting time and photographers are set by the end of the pre-production.	1. Identify Photography Job Order.	1.1 Pre-production priority determined according to production needs. 1.2 Job order scope determined based on instruction from superior. 1.3 Photography concept determined based on consultation with superior. 1.4 Photography work flow determined 1.5 Required photography equipment and props determined based on

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
		He or she is responsible to identify job requirement based on job order. The person who competence in this CU title shall be able to prepare photography requirement, equipment, talents, props and shooting location. The outcome of this competency is to ensure the photography preparation is well planned and met the job requirement.	2. Search Talent for Photography Shooting	photography shooting location information. 1.6 Shooting time and location determined based on job order. 1.7 Numbers of Photographer is determined based on job order. 1.8 Photography visualization concept and sketches produced 2.1 Talents information gathered based on photography concept. 2.2 Talents are selected based on photography concept. 2.3 Talent release agreement complied with company policy.

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
			3. Prepare Props	3.1 Props concepts determined based on work order. 3.2 Props identified based on props concept. 3.3 Shooting flow identified based on job order. 3.4 Photography talent and props combination confirmed according to job order 3.5 Props produced according to job order.
			4. Recce Photography Location	4.1 Shooting location identified based on job order 4.2 Restricted location identified based on local authority rules and regulation. 4.3 Shooting location confirmed based on environmental

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CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
				factors
				4.4 Logistics and accommodation arranged based on location information.
				4.5 Number of crew identified based on location information.
				4.6 Shooting cost estimated based on location information.
				4.7 Shooting safety requirement identified according to Occupational Safety and Health Acts (OSHA).
			5. Prepare Photography Equipment	5.1 Photography equipment identified according to production requirement
				5.2 Photography equipment

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
				checklist prepared according to job requirement.
				5.3 Photography equipment checked according to equipment checklist requirement.
				5.4 Photography equipment arranged according to production requirement
				5.5 Photography equipment checklist updated for reference
2. Photography Production	AC-050-3:2012-C02	Photography Production is a process of creating durable image by recording light on image sensor. Typically, a lens is used to focus a light reflected or emitted from object into a real image on the light sensitive surface	1. Identify Photography Production Requirement	1.1 Photography equipment layout plan gathered for photography setup
				1.2 Equipment identified based on production requirement.
				1.3 Subject matter for photography production shooting identified based on

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
		inside a camera during a timed exposure. As a result, an electronic image is form by an electrical charge at each pixel, which is electronically processed and stored in a digital image file for subsequent display. He or she is the person who captures images using photography equipment and shooting techniques. The person who is competent in this CU shall be able to set-up photography equipment, props, shoot images and carry out housekeeping.		job concept. 1.4 Props determined based on props concepts. 1.5 Photography production safety determined based on company safety policy. 1.6 Permits application identified based on local authority rules and regulations information. 1.7 Written consent from private property owner/authorised person obtained. 1.8 Photography production shooting facilities identified based on recce information. 1.9 Contingency plan for photography production produced

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
		The outcome of this competency is to produce creative and good images in order to met job requirement.	2. Setup Photography Equipment and Props	2.1 Equipment and props for field shoot packed 2.2 Permits from local authorities or property owner consent acquired 2.3 Equipment and props arrangement layout is sketched based on job concept. 2.4 Equipment and props arranged according to layout plan 2.5 Equipment functionality tested according to manufacturers' manual and location environment

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
			3. Perform Photography Production Shoot	3.1 Photography production subject confirmed based on overall job order. 3.2 Actual photography shoot executed according to photography shooting technique. 3.3 Production shot reviewed according to job requirement 3.4 Shot images saved for editing
			4. Perform Photography Production Housekeeping	4.1 Equipment for shooting switched off 4.2 Equipment cables and wires for shooting disconnected 4.3 Equipment dismantled according to manufacturer manual.

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
				4.4 Photography equipment packed and stored in safe condition
				4.5 Production props handled safely
				4.6 Production studio cleanliness checked
				4.7 Production shooting location restored according to actual condition
3. Image Editing	AC-050-3:2012-C03	Image Editing is the process of altering and manipulating images, whether there are digital photographs, traditional analog photographs (photo-retouching), or illustrations. There are primary tools and several techniques that can be used to manipulate,	1. Identify Image Editing Requirement	1.1 Image output format identified based on job order.
				1.2 Image editing timeline identified based on job order.
				1.3 Photography concept image identified based on work order.
				1.4 Image editing mode of

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
		enhance, and transform images to meet photography requirement. He or she is the person who edits produced images using selected image editing software and editing technique. The person who is competent in this CU shall be able to back-up image output, edit image and control image quality. The outcome of this competency is to produce final edited images for printing.	2. Back-Up Image Output 3. Edit Image	delivery identified based on job order. 1.5 Image editing software selected based on image output. 2.1 Storage media identified based on files size. 2.2 Numbers of back-up copies produced based on job order. 2.3 Back-up image filing carried out 3.1 Images obtained for editing 3.2 Images criterion identified based on job concept. 3.3 Editing software selected in accordance with output requirement.

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
				3.4 Image editing technique applied.
				3.5 Photography finish product produced
				3.6 Photography finish product delivered
			4. Carry out Photography Image Quality Control	4.1 Image for quality control process gathered in accordance with work requirement.
				4.2 Images for quality control process analysed
				4.3 Photography composition checked according to client requirement.
				4.4 Image colour output proofing validated

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
4. Photography Equipment Maintenance	AC-050-3:2012-C04	Photography equipment maintenance involves fixing mechanical, electronic and electrical device should it become out of order or broken. It also includes performing routine action which keeps photography equipment in working order or prevent trouble from arising. All action which have the objective of retaining or restoring an item in or to a state in which it can perform its required function.	1. Identify Equipment Faulty	1.1 Types of Equipment gathered 1.2 Equipment functionality checked 1.3 Equipment faulty determined according to maintenance requirement 1.4 Equipment faulty segregated according to types of maintenance
			2. Plan Photography Equipment Maintenance	2.1 Types of equipment faulty classified 2.2 Types of maintenance identified 2.3 Maintenance schedule

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CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
		He or she is the person who prepares and plans maintenance schedule. The person who is competent in this CU shall be able to identify kind of equipment's faulty, plan equipment maintenance and carry out equipment maintenance. The outcome of this competency is to ensure photography equipment in a good care for its future uses.	3. Perform Photography Equipment Maintenance	prepared 3.1 Faulty equipment gathered 3.2 Maintenance types selected 3.3 Photography equipment maintenance executed according to types of equipment faulty 3.4 Photography equipment quality checked 3.5 Photography equipment maintenance record prepared for reference
5. Photography Sales Service	AC-050-3:2012-C05	Photography sales service is a series of activities designed to enhance the level of customer satisfaction in	1. Review Customer Record	1.1 Types of customer identified 1.2 Types of photography identified 1.3 Customer requirement and

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
		which the product or service has met the customer expectation.		enquiry clarified
			2. Carry out Sales Service Meeting	2.1 Customer availability confirmed
		He or she is the person who meet customer based on appointment schedule.		2.2 Time and location appointment confirmed according to customer requirement
		The person who is competent in this CU shall be able to review customer record, carry out sales service meeting and perform sales closing.		2.3 Customer meeting agenda arranged according to sales and service requirement
				2.4 Carry out customer's appointment confirmed
				2.5 Photography sales service discussed
		The outcome of this competency is to get job agreement and job contract signed by customer.	3. Perform Sales Closing	3.1 Sales order assigned according to customer requirement
				3.2 Types of photography

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
				confirmed according to customer requirement
				3.3 Purchase order received according to sales agreement
				3.4 Sales service report produced.
6. Remote control Photography	AC-050-3:2012-E01	Remote control photography is an activity to take photo using a camera that is hang or attach on the control devices such as helicopter, boat, car and etc. The device and camera are controlled through remote controller and screen monitor to get best angle and photography shot. He or she is the person who monitor camera and control device with remote control	1. Identify Remote Control Photography Requirement	1.1 Remote control equipment determined according to company's standard operating procedure 1.2 Recee location determined according to job requirement 1.3 Safety requirement determined according to job requirement 1.4 Authorisation permits and private owner consent applied according to Jabatan Ukur & Pemetaan Malaysia (JUPEM)

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
		and screen monitor. The person who is competent in this CU shall be able to setup remote control equipment, shoot image using control device and perform remote control equipment. The outcome of this competency is to capture images in high, narrow or spacious location for wildlife photo, commercial photo and etc according to client's requisition.	2. Setup Remote Control Equipment	2.1 Remote control equipment and camera prepared according to standard procedure 2.2 Remote control equipment and camera setup according to job requirement 2.3 Test shot executed for actual shoot. 2.4 Test run executed for emergency condition
			3. Carry out Remote Control Shoot	3.1 Remote control path (way point) determined according to safe operation procedure 3.2 Shooting executed according to Photography shooting technique 3.3 Photography composition

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
				identified according to job requirement
				3.4 Review remote control photography images conducted according to job requirement
			4. Carry out Remote Control Maintenance	4.1 Remote control photography equipment serviced according to Maintenance schedule
				4.2 Corrective maintenance executed according to minor faulty
				4.3 Maintenance report produced for future reference
				4.4 Critical maintenance sent according to manufacturer's manual.

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
7. Scuba Diving	AC-050-3:2012-E02	Scuba Diving is a form of underwater diving in which a diver uses a scuba set to breathe underwater. Scuba diver usually moves around underwater by using swim fins attached to the feet, but external propulsion can be provided by a diver propulsion vehicle, or sled pulled from the surface. The person who is competent in this CU shall be able to plan diving schedule, prepare diving equipment, carry out safe diving and repack diving equipment.	1. Plan Diving	1.1 Weather condition inspected 1.2 Survey dive site identified according to job requirement 1.3 Dive schedule identified according to job requirement 1.4 Diving Duration/ time frame determined according to job requirement 1.5 Diving equipment determined according to job requirement 1.6 Diving licensed checked according to authorised Scuba Diving school
			2. Prepare Diving Equipment	2.1 Types of diving equipment identified according to job requirement 2.2 Diving equipment condition confirmed

CURRICULUM of COMPETENCY UNIT (CoCU)

Sub Sector	PHOTOGRAPHY						
Job Area	**PHOTOGRAPHY**						
Competency Unit Title	**PHOTOGRAPHY PRE-PRODUCTION**						
Learning Outcome	This Photography Pre-Production competency unit is to provide the excellent and systematic preparation of the photography production. Upon completion of this competency unit, trainees will be able to:- • Identify Photography Job Order • Search Talent for Photography Shooting • Prepare props • Recce photography location • Prepare photographic equipment						
Competency Unit ID	AC-050-3:2012-C01	**Level**	3	**Training Duration**	760 hours	**Credit Hours**	76 hours

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria

1. Identify photography job order.	i. Production needs i.e.;
	  • Customer requirement
	  • Equipment
	  • Talents
	  • Props
	  • Location
	  • Etc.
	ii. Job order procedure
	  • Format
	  • Scope
	iii. Psychology of
				80 hours	Tutorial	• Pre-Production priority determined according to job requirement.
						• Photography job order scope determined according to job requirement.
						• Photography concept confirmed according to job requirement.

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	photography iv. Photography concept • Environmental • Portraiture • Retro • Mood • Happy • Sadness • Executive/ Corporate • Gothic Style • Futuristic • Contemporary • Character • Traditional • Martial art • Architecture form • Visual equivalence • Real Surrealism • Visual paradox • Horror • Fantasy • Historical • Mystery • Documentary • Adventure • Romance					• Visualization sketch produced according to job requirement. • Photography work flow sketched • Photography concept and work flow presented according to job requirement. • Required props determined according job requirement. • Shooting location confirmed according job requirement. • Shooting time-frame set according to job requirement. • Numbers of photographers confirmed according to job requirement. • Photographic equipment determined according to job

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria

	• Urban
	• Science fiction
	• Philosophical
	• Political
	• Action
	• Crime
	v. Photography pre-visualization sketch
	  • Sketch Drawing shooting areas
	  • Sketch Floor Plan
	  • Sketch Lighting position
	  • Sketch Camera position
	  • Sketch Subject and Props
	  • Sketch Backdrops
	  • Sketch End Result of shooting
	vi. Estimation cost for concept and sketches
	vii. Sketch Medium
	  • Stationeries
	    - Pen
	    - Paper
	    - Etc.
	  • Computer
						requirement.
						• Job order report produced according to job requirement.

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria

	- Drawing
	       Software
	    - Printer
	    - Etc.
	viii. Camera Component;
	  • ISO Setting
	    - Sensitivity
	    - Noise level
	  • Aperture
	    - Depth of field
	    - Hyper focal
	  • Shutter Speed
	    - Freeze Moment
	    - Motion Effect
	    - Flash
	      synchronization
	  • Exposure value
	  • White balance
	    - Day light
	    - Fluorescent
	    - Incandescent
	    - Flash
	  • Burst rate(Frame
	    per second)
	  • File format
	    - JPEG
	    - TIFF
	    - RAW					

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria

	• Image file size
	  - Small
	  - Medium
	  - Large
	• Types of Media Storage
	  - Compact flash
	  - SD card
	  - XD card
	  - Micro SD card
	  - XQD card
	  - Memory stick
	  - Smart media
	  - Tube/External Hardisk
	  - Server
	  - Storage Capacity
	  - Transfer rate
	• Camera Battery
	• Camera Setting
	  - Program
	  - Shutter priority
	  - Aperture priority
	  - Manual
	• Camera Image sensor size;
	  - Full frame
	  - APS-C					

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria

	- Four third
	- 6x6
	- 6x4.5
	ix. Flash
	  • Flash Accessories
	    - Slave Unit
	      ○ Optical
	      ○ Electronic
	      ○ Infrared
	    - External battery
	      pack
	    - Flash meter
	      ○ Spot
	      ○ Average
	      ○ Colour
	  • Types of flash;
	    - Portable
	      ○ Battery
	        operated
	      ○ Main supply
	        ▪ Studio
	        ▪ Ring flash
	  • Flash specification
	    - Synchronization
	    - Guide number
	    - Flash metering
	      system
	      ○ TTL					

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria

	o E-TTL
	- Flash output sensor
	- Optical sensor
	- Electronic sensor
	- Flash recycling rate
	- Connectors
	- Types of battery
	  o Rechargeable
	    ▪ NiCD
	    ▪ NiMH
	    ▪ Lithium Ion
	    ▪ Alkaline
	x. Photography Equipment
	  • Camera
	   - Medium format
	   - DSLR
	   - Prosumer /Mirror less
	   - Extreme spot
	  • Lenses
	   - Super wide angle
	   - Wide angle
	   - Standard
	   - Mid tele
	    o Portrait lens
	   - Tele					

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	- Macro					
	- Perspective lens (Tilt & Shift)					
	- Fish eye					
	- Zoom lens					
	- Extension tubes					
	- Extension bellows					
	• Lens filter					
	- Circular polariser					
	- Neutral density					
	- Gradual					
	- UV					
	- Skylight filter					
	- Soft filter					
	- Colour correction filter					
	- Star burst					
	- Centre spot filter					
	- Close-up filter					
	- Remote shutter					
	- release					
	- Filter holder					
	• Power supply					
	- Main supply					
	- Battery					
	- Generator					
	• Lighting Accessories					

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria

	- Beauty dish
	- Umbrella
	- Soft box
	- Snoot
	- reflector
	- Barn door
	- Honeycomb
	- Colour gel
	- Diffuser
	- Colour meter
	- Light meter
	- Slave unit
	  ○ Optical
	  ○ Electronic
	  ○ Infrared
	• Lighting stand
	• Backdrop stand
	• Battery grip
	• Camera strap
	 - Neck strap
	 - Hand strap
	• Studio Ladder
	• Camera and
	  lenses case
	 - Hard case
	 - Soft case
	• Accessories;
	 - Card reader					

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria

	- Dry box
	- Humidifier
	- compartment
	- Humidifier meter
	- Filter opener
	- Blower
	- Backdrops
	   ○ Paper
	   ○ Fabric
	- Cleaning kits;
	   ○ Blower
	   ○ Brush
	   ○ Lens cleaning
	     solution
	   ○ Micro fiber cloth
	   ○ Cotton bud
	   ○ Silica gel
	   ○ Lens tissue
	- Tool box
	   ○ Cutter
	   ○ Test pen
	   ○ Pliers
	   ○ Pins
	   ○ Masking tape
	   ○ Measuring tape
	   ○ Fishing line
	   ○ Modelling
	     clay(blue tack)
	   ○ Scissors					

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria

	o Crocodile clip
	o Safety glove
	o Adjustable spanner
	o Insulation tape
	o Allen keys
	o Dust-off spray
	o Matt spray
	o Tracing paper
	o Aluminium foil
	- Photographic equipment storage;
	  o Soft case
	  o Hard case
	- Camera Stand
	  o Size
	  o Types of locking
	    ▪ Clip locking
	    ▪ Screw locking
	  o Types of Tripod/ Monopod head
	    ▪ Ball
	    ▪ Three way locking
	    ▪ Support bracket(Telephoto)
	  o Tripod/					

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria

	Monopod Grip
	  o Camera hand-Grip
	  o Camera stand Material
	  o Tripod/ monopod foot
	    ▪Suction cup
	    ▪Spike
	    ▪Rubber
	xi. Props requirement
	xii. Shooting location
	  • Geography
	  • Elevation/ Depth /topography
	  • Latitude
	  • Longitude
	  • Coordinate
	  • Compass Position
	  • Surrounding
	  • Weather
	  • Festive season
	xiii. Accessibility Shooting time-frame
	xiv. Numbers of photographer					

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		i. Identify Pre-production priority. ii. Select Pre-production priority. iii. Identify photography job order scope iv. Select photography job order scope v. Identify Photography concept vi. Identify sketch medium vii. Select sketch medium viii. Identify pre-visualisation sketch ix. Select pre-visualisation sketch x. Identify photography	i. Resourceful of photography equipment ii. Resourceful of camera component iii. Resourceful of photography concept and areas	240 hours	Practical/ Project Assignment/ Case Study/ Demonstration	

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		concept and work flow costing xi. Identify required props xii. Pick required props xiii. Identify photography shooting location xiv. Select photography shooting location xv. Identify photography shooting time-frame xvi. Select photography shooting time-frame xvii. Identify numbers of photographer xviii. Select numbers of photographer xix. Identify camera component xx. Determine camera component				

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		xxi. Identify photographic equipment xxii. Check photographic equipment xxiii. Select photographic equipment				

2. Search Talent for Photography Shooting	i. Source of talents;
	 • Talent Agency
	 • Media Advertisement
	 • Talent Scout
	 • Talent file/list
	 ii. Talent requirement
	 • Personal Attributes;
	   - Size
	   - Height
	   - Hair
	   - Skin tone
	   - Age
	   - Gender
	   - Ethnic
	   - Eye Colour
	 • Psychography
	   - Culture
				20 hours	Tutorial	• Source of talents determined according to job order.
						 • Talent's folio compiled according to talent requirement.
						 • Talent/model release contract produced

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria

	- Values
	- Attitudes
	- Interest
	- Lifestyle
	- Character
	- Popularity
	iii. Talent/Model release contract i.e.;
	• Copyright
	• Duration / validation
	• Numbers circulation
	• Regionality
	• Printed size
	• Usage
	  - Publish
	  - Republished
	• Etc.					

		i. Identify talent requirement according to job order ii. Identify source of talents iii. Choose source of talents iv. Select talent according to job order	i. Resourceful of job order ii. Interpersonal skill iii. Communication skill iv. Follow photography working ethics v. Meticulous in talent's selection	20 hours	Practical/ Project Assignment/ Case Study/ Demonstration	

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria

		v. Request folio from selected talents
		vi. Interpret talent/model release contract
		vii. Apply talent/model release contract
		• Copyright
		• Duration / validation
		• Numbers circulation
		• Regionality
		• Printed size
		• Usage
		  - Publish
		  - Republished
		• Etc.				

3. Prepare Props	i. Props concepts ii. Source of Props • Buy props • Rent props • Existing props • 2D • 3D iii. Usage of props			80 hours	Tutorial	• Props concept determined • Source of Props confirmed according to job order. • Usage of props duration determined according to job

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria

	duration
	    • Long term usage
	    • Short term usage
	iv. Types of props
	    • Replica / dummy
	    • Actual
	v. Size of props
	vi. Shooting flow
	vii. Props cost estimation
	viii. Photography subject
	    • Human
	    • Nature
	    • Building
	    • Etc.
	ix. Motive of photography
	    • Purpose
	    • Idea / Objective
	    • Physical of props
	      - Size
	      - Colour
	      - Material
	      - Availability
	      - Etc.
	ii. Function of props according to element of arts
	    • Lines
	    • Shapes
						order.
						• Types of props confirmed according to job order.
						• Size of props confirmed according to job requirement.
						• Props list determined based on work order.
						• Props cost estimation determined according to job order.
						• Photography subject chosen according to job requirement.
						• Photography subject determined according to job requirement.
						• Photography motive determined according to job order
						• Photography areas chosen according to

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Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	• Form • Patterns • Colours • Moods • Textures • Framing iii. Photography composition • Rule of third • Centre of interest • Orientation • Arrangement of content • Perspective of camera and lenses • S Curve, C Curve • Golden ratio / Golden mean / Divine Proportion • Entry point • Eye Movement • Diagonal Line • Vertical Line • Balancing • Framing • Concentric Geometric					job order. • Props function determined according to job order. • Photography composition chosen according to job order. • Types of shots chosen according to job requirement. • Photography orientation determined according to job requirement. • Mood of photography chosen according to job requirement. • Lighting chosen according to job order. • Props setup according to job requirement.

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Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria

	patterns
	    • Pattern
	    • Texture
	v. Types of shots
	    • 360 degree shot
	    • Fish eye shot
	    • Wide shot
	     - Super wide shot
	     - Wide shot
	    • Mid shot
	    • Closed-ups shot
	     - Tele
	     - Micro
	     - Macro
	    • Tele
	     - Medium-tele shot
	     - Super-tele shot
	    • Single shot
	    • Continuous shot
	    • Multiple shot
	    • Sequence shot
	iv. Photography Orientation
	    • Landscape
	    • Portraiture
	v. Mood of photography
	    • Action
	    • Comedy
	    • Warm					

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Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria

	• Cool
	• Mystery
	• Sadness
	• Happy
	• Excitement
	• Surprise
	• Empathy
	• Sympathy
	• Passion
	• Contrast
	• Conflict
	• Surrealism
	• Realism
	• Expressionism
	• Fantasy
	• Colour
	• Weather
	• Visual equivalent;
	  - Smile
	  - Metaphor
	  - Visual paradox
	vi. Lighting
	• Natural/available
	• Artificial lighting
	  - Flash/strobe
	  - Ring flash
	  - Continuous light					

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		i. Identify props concept ii. Identify source of Props iii. Select source of props iv. Identify usage of props duration v. Identify types of props vi. Select types of props xii. Identify size of props xiii. Select size of props xiv. Identify props cost estimation vii. Identify photography subject viii. Select photography subject ix. Identify photography motive x. Select areas of photography	i. Follow job requirement ii. Creative in selecting photography concept iii. Resourceful of props usage and talents availability	160 hours	Practical/ Project Assignment/ Case Study/ Demonstration	

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Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		xi. Identify prop function xii. select photography composition xiii. Identify types of shots xiv. select types of shots xv. Identify photography orientation xvi. Identify mood of photography xvii. Select mood of photography xviii. Identify lighting xix. Select lighting				
4. Recce Photography Location	i. Recce schedule ii. Photography shooting location and logistic • Geography • Elevation/ depth /topography • Latitude • Longitude • Coordinate • Compass position • Surrounding			40 hours	Tutorial	• Recce schedule determined • Photography shooting location and logistic determined according to job requirement. • Photograph of

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	• Weather • Festive season • Accessibility iii. Restricted location • Local authority • Site's owner • Land lord authorisation iv. Shooting schedule • Shooting time • Shooting duration v. Safety requirement • Safety and health legislation • OSHA requirement • Risk assessments • Safety method of working • Safety method using equipment • Equipment safety • Props safety • Photographers safety vi. Shooting Resource • Logistic • Accommodation • Photography Crew vii. Photography shooting cost estimation					photography shooting location produced. • Local authority / site's owner / land lord authorisation acquired • Shooting schedule produced • Safety requirement determined • Shooting resource confirmed • Photography shooting cost produced • Recce photography location report produced

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		i. Identify recce schedule ii. Identify photography shooting location and logistic iii. Identify Local Authority / Site's owner / Land Lord Authorisation iv. Request Local Authority / Site's owner / Land Lord Authorisation v. Prepare shooting schedule vi. Identify safety requirement vii. Arrange shooting resource viii. Estimate photography shooting cost	i. Follow job order ii. Make a research iii. Up to date with current map and topography iv. Comply photography safety procedure v. Meticulous in preparing shooting cost estimation	40 hours	Practical/ Project Assignment/ Case Study/ Demonstration	

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
5. Prepare Photography Equipment	i. Photography equipment checklist ii. Photography equipment preparation procedure iii. Camera handling procedure			40 hours	Tutorial	• Photography equipment checked • Photography equipment arranged • Photography equipment checklist produced • Photography equipment checklist updated for reference
		i. Check photography equipment ii. Select photography equipment iii. Prepare equipment checklist iv. Update photographic equipment checklist	i. Apply safety equipment handling ii. Resourceful of manufacturer user manual iii. Meticulous in writing photography equipment checklist	40 hours	Practical/ Project Assignment/ Case Study/ Demonstration	

Employability Skills

Core Abilities	Social Skills / Social Values
01.01 Identify and gather information 01.02 Document information, procedures or processes 01.03 Utilize basic IT applications	1. Conceptual skills 2. Interpersonal skills 3. Learning skills 4. Multitasking and prioritizing

01.04	Analyse information
01.05	Utilize the Internet to locate and gather information
01.06	Utilize word processor to process information
01.07	Utilize database applications to locate and process information
01.08	Utilize spreadsheets applications to locate and process information
01.10	Apply a variety of mathematical techniques
01.11	Apply thinking skills and creativity
02.01	Interpret and follow manuals, instructions and SOP's
02.02	Follow telephone/ telecommunication procedures
02.03	Communicate clearly
02.04	Prepare brief reports and checklists using standard forms
02.11	Convey information and ideas to people

5. Self-discipline
6. Patience
7. Punctuality
8. Meticulous

Tools, Equipment and Materials (TEM)

ITEMS	RATIO (TEM : Trainees)
1. Stationeries	1:1
2. Computer	1:1
3. Camera	1:1
4. Lenses	1:1
5. Lens filter	1:25
6. Power supply	1:10
7. Lighting Accessories	1:10
8. Lighting stand	1:10
9. Backdrop stand	1:10
10. Battery grip	1:1
11. Camera strap	1:1

12. Studio Ladder	1:10
13. Camera and lenses case	1:1
14. Accessories	1:10
15. Storage Device	1:1
16. Scanners	1:10
17. Printers	1:10
18. Stationeries	1:1
19. Paper	1:1
20. Checklist	1:1

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CURRICULUM of COMPETENCY UNIT (CoCU)

Sub Sector	PHOTOGRAPHY					
Job Area	PHOTOGRAPHY					
Competency Unit Title	PHOTOGRAPHY PRODUCTION					
Learning Outcome	This Photography Production competency unit is to produce images regardless places. Upon completion of this competency unit, trainees will be able to:- • Identify Photography Production Requirement • Setup photography equipment and props • Perform Photography Production Shoot • Perform Photography Production Housekeeping					
Competency Unit ID	AC-050-3:2012-C02	Level	3	Training Duration	580 hours	Credit Hours	58 hours

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
1. Identify Photography Production Requirement	i. Work order ii. Photography equipment layout plan iii. Photography Equipment iv. Subject matter v. Props i.e.; 　• Requirement 　• Props concept vi. Photography shooting location and logistic i.e.; 　• Geography			80 hours	Tutorial	• Photography equipment layout plan obtained • Photography equipment determined • Props listed out / determined • Photography shooting location and logistic determined

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	• Elevation/ Depth /topography • Latitude • Longitude • Coordinate • Compass Position • Surrounding • Weather • Festive season • Accessibility vii. Written/ Permits application i.e.; • Local authority • Private property owner viii. Shooting facilities i.e.; • Accommodation • Food • Transportation ix. Contingency plan x. Safety requirement i.e.; • Safety and health legislation • OSHA requirement • Risk assessments • Safety method of working • Safety method					according to job requirement • Written/ permits application determined • Shooting facilities determined according to job requirement. • Contingency plan produced • Safety requirement listed out according to standard practice. • Areas of photography determined according to job requirement • Types of photography determined according to job requirement • Mood of photography determined

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria

	using equipment
	• Equipment safety
	• Props safety
	• Photographers safety
	• Etc.
	xi. Shooting schedule i.e.;
	  • Shooting duration
	  • Shooting time frame
	xii. Areas of Photography i.e.;
	  • Clinical
	  • Journalism
	  • Advertising
	  • Social
	  • Fine art
	xiii. Types of photography i.e.;
	  • Aerial
	  • Archaeology
	  • Architectural
	  • Astronomy
	  • Black & White
	  • Event
	  • Fashion
	  • Firework
						according to job requirement
						• Photography equipments determined according to job requirement
						• Photography orientation listed out according to job requirement.
						• Image file format according to job requirement.
						• Image resolution listed out according to job requirement.
						• Photography production requirement lists produced according to job order.

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	• Forensic • Infrared • Industrial • Interior • Investigative • Landscape • Macro • Medical • Micro • Modelling • Nature • Night scene • Portraiture • Pet • Reprography • Sport • Stage/Concert • Still life • Street • Strobography • High speed • Travel • Time-lapse • Underwater • Wedding • Wild life • Etc.					

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	iv. Mood of photography i.e.; - Action - Comedy - Warm - Cool - Mystery - Sadness - Happy - Excitement - Surprise - Empathy - Sympathy - Passion - Contrast - Conflict - Surrealism - Realism - Expressionism - Fantasy - Colour - Weather - Visual equivalent; - Smile - Metaphor - Visual paradox xv. Types of Lighting i.e.;					

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria

	• Natural Lighting
	  - Sunlight
	  - Moonlight
	  - Ambient light
	• Artificial lighting
	  - Constant Light
	  - Flash/strobe
	  - Continuous light
	vi. Properties of light i.e.;
	• Electro magnetic spectrum (EMS)
	• Colour temperature
	• Direction
	  - Direct
	  - Bounce
	• Coverage area
	• Intensity/output (Guide number)
	• Quality
	  - Bare
	  - Diffuse
	  - Ratio
	    o High key
	    o Low key
	vii. Camera Component i.e.;
	• ISO Setting
	  - Sensitivity					

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria

	- Noise level
	• Aperture
	  - Depth of field
	  - Hyper focal
	• Shutter Speed
	  - Freeze Moment
	  - Motion Effect
	  - Flash synchronization
	• Exposure value
	• White balance
	  - Day light
	  - Fluorescent
	  - Incandescent
	  - Flash
	• Burst rate(Frame per second)
	• File format
	  - JPEG
	  - TIFF
	  - RAW
	• Image file size
	  - Small
	  - Medium
	  - Large
	• Types of Media Storage
	  - Compact flash					

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria

	- SD card
	- XD card
	- Micro SD card
	- XQD card
	- Memory stick
	- Smart media
	- Tube/External Hardisk
	- Server
	- Storage Capacity
	- Transfer rate
	• Camera Battery
	• Camera Setting
	  - Program
	  - Shutter priority
	  - Aperture priority
	  - Manual
	• Camera Image sensor size;
	  - Full frame
	  - APS-C
	  - Four third
	  - 6x6
	  - 6x4.5					

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Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria

	viii. Photography equipment i.e.;
	 • Camera
	   - Medium format
	   - DSLR
	   - Prosumer /Mirror less
	   - Extreme spot (new)
	 • Lenses
	   - Super wide angle
	   - Wide angle
	   - Standard
	   - Mid tele
	     o Portrait lens
	   - Tele
	   - Super tele
	   - Macro
	   - Perspective lens (Tilt & Shift)
	   - Fish eye
	   - Zoom lens
	   - Extension tubes
	   - Extension bellows
	 • Lens filter
	   - Circular					

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	polariser - Neutral density - Gradual - UV - Skylight filter - Soft filter - Colour correction filter - Star burst - Centre spot filter - Close-up filter - Remote shutter - release - Filter holder • Power supply - Main supply - Battery - Generator • Lighting Accessories - Beauty dish - Umbrella - Soft box - Snoot - reflector - Barn door - Honeycomb - Colour gel					

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria

	- Diffuser
	- Colour meter
	- Light meter
	- Slave unit
	   o Optical
	   o Electronic
	   o Infrared
	• Light stand
	• Battery grip
	• Camera strap
	  - Neck strap
	  - Hand strap
	• Camera and lenses case
	  - Hard case
	  - Soft case
	  - Bag
	• Accessories;
	  - Card reader
	  - Rain jacket
	  - Dry box
	  - Humidifier compartment
	  - Humidifier meter
	  - Filter opener
	ix. Photograph orientation i.e.;
	   =Landscape					

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria

	=Portrait
	=Square
	xx. Image file format i.e.;
	    =JPEG
	    =TIFF
	    =RAW
	xi. Image resolution					

		i. Interpret work order ii. Gather photography equipment layout plan iii. Identify photography equipment iv. Identify subject matter v. Identify props vi. Identify shooting location and logistic vii. Identify written / permits application viii. Identify shooting	i. Meticulous of customer information ii. Meticulous during receive customer's photography service requirement iii. Knowledgeable of photography production	240 hours	Practical/ Project Assignment/ Case Study/ Demonstration	

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		facilities ix. Prepare contingency plan x. Identify safety requirement xi. Identify shooting schedule xii. Identify areas of photography xiii. Identify types of photography xiv. Identify mood of photography xv. Identify photography equipments xvi. Identify photography Orientation xvii. Identify image file format xviii. Identify image resolution				

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria

2. Setup Photography equipment and props	i. Shooting location
	ii. Permits from Local Authorities or Property Owner i.e.;
	  • Application terms and condition
	  • Application procedure
	    - Forms
	    - Supporting documents
	    - Fees
	  • Type of Local Authorities or Property Owner permits
	    - Shooting permit
	    - Duration permit
	    - Area permit
	    - Equipment permit
	    - Worker permit
	iii. Equipment and props
	iv. Equipment and props arrangement layout
	v. Equipment functionality
	vi. Test shoot image
	vii. Packing procedure
				40 hours	Tutorial	• Photography equipment and props packing procedure determined
						• Shooting permits acquired from local authorities or property owner
						• Photography equipment and props set according to layout plan
						• Equipment functionality confirmed for actual shooting
						• Test shot image produced according to job requirement
						• Photography equipment and props setup complied according to safety requirement

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	• Packing materials • Packing procedure					
		i. Identify photography equipment and props packing procedure ii. Identify shooting permit application iii. Sketch Equipment and props arrangement layout iv. Arrange Equipment and props v. Check Equipment functionality vi. Test shoot image	i. Follow client requirement ii. Comply to safety requirement iii. Secure adequate photography equipment's cables for movement flexibility iv. Comply with photography work ethics v. Comply with photography working attire vi. Punctuality vii. Avoid restricted areas /subject using certain photography equipments viii. Aware local	80 hours	Practical/ Project Assignment/ Case Study/ Demonstration	

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Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
			authorities terms and conditions ix. Liaise with local authorities personnel x. Meticulous in permits application xi. Comply correct permits application procedure			
3. Perform Photography Production Shoot	i. Types of Subject matter i.e.; • Talent • Product • Props ii. Shooting techniques i.e.; • Black & White • High Speed/ Fast Shutter speed • Infrared • Tilt & Shift • HDR • Motion Blur • Night			20 hours	Tutorial	• Subject and props confirmed according to job requirement • Shooting techniques confirmed according to job requirement • Lighting techniques confirmed according to job requirement • Types of shots confirmed according to job requirement • Shot images evaluated and kept according to job

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria

	• Smoke art
	• Macro
	• Panoramic
	• Etc.
	iii. Types of lighting techniques i.e.;
	  • Rembrandt light
	  • Paramount light
	  • Loop light
	  • Split light
	  • Profile light
	iv. Types of shots i.e.;
	  • Mug shot
	  • Executive shot
	  • ¾ shot
	  • Full length shot
	  • Solo
	  • Group
	  • Close-up
	v. Image safekeeping procedure
	vi. Photography production Image review i.e.;
	  • Subject matter
	  • Types of photography
	  • Mood of
						requirement
						• Photography image produced according to job requirement

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	photography • Types of lighting • Properties of light • Photography composition • Photography orientation • Image file format • Image resolution					
		i. Check subject matter ii. Identify shooting techniques iii. Select shooting technique iv. Identify types of lighting techniques v. Select lighting techniques vi. Identify types of shots vii. Select types of shots viii. Shoot images ix. Review shot images x. Save shot	i. Follow client requirement ii. Follow job specification iii. Comply to equipment safety procedure iv. Secure adequate photography equipment's cables for movement flexibility v. Comply with photography work ethics vi. Punctuality	80 hours	Practical/ Project Assignment/ Case Study/ Demonstration	

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		images	vii. Avoid restricted areas /subjects using certain photography equipments viii. Comply with photography working attire ix. Practice image storage procedure			
4. Perform Photography Production Housekeeping	i. Photography equipment and Props ii. Studio environment i.e.; • Temperature • Humidity • Security • Ventilation • Dumping area • Emergency power cut off switch • Emergency exit iii. Photography equipment dissemble procedure i.e.; • Switch off equipment			20 hours	Tutorial	• Used equipment and props checked • Photography equipment dissemble procedure complied • Equipment cleanliness confirmed • Equipment and props stored safely • Production studio cleanliness checked

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria

	• Disconnected Equipment's cables and wires
	• Dismantle equipment
	iv. Photography equipment re-packing procedure
	v. Photography equipment cleaning technique
	vi. Photography equipment cleaning kit
	vii. Safety equipment i.e.;
	   • Electrical hazard
	   • Fire hazard
	   • Etc.
	viii. Equipment Faulty
	ix. Cleaning equipment i.e.;
	   • Broom
	   • Detergent
	   • Cloth
	   • Feather duster
	   • Mopped
	   • Etc.					

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		i. Check used equipment and props ii. Apply Photography equipment dissemble procedure iii. Clean equipment iv. Re-pack equipment and props v. Re-arrange equipment and props vi. Clean production studio	i. Practice Safety procedure ii. Environment protection awareness iii. Cleanliness iv. Vigilant v. Discipline vi. Follow work place procedure vii. Good housekeeping viii. Comply with equipment cleaning technique ix. Proper care and handling of photography equipment and props x. Comply to equipment safety procedure xi. Ensure shooting location cleanliness xii. Follow equipment and	20 hours	Practical/ Project Assignment/ Case Study/ Demonstration	

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
			props packing procedure			

Employability Skills

Core Abilities	Social Skills / Social Values
01.01 Identify and gather information 01.02 Document information, procedures or processes 01.03 Utilize basic IT applications 01.04 Analyse information 01.06 Utilize word processor to process information 01.07 Utilize database applications to locate and process information 01.10 Apply a variety of mathematical techniques 01.11 Apply thinking skills and creativity 02.01 Interpret and follow manuals, instructions and SOP's 02.03 Communicate clearly 03.02 Demonstrate integrity and apply ethical practices 03.03 Accept responsibility for own work and work area 03.04 Seek and act constructively upon feedback about performance 03.05 Demonstrate safety skills 03.06 Respond appropriately to people and situations 03.07 Resolve interpersonal conflicts 03.08 Develop and maintain a cooperation within work group 04.01 Organize own work activities	1. Communication skills 2. Interpersonal skills 3. Multitasking and prioritizing 4. Teamwork 5. Compliance 6. Patience 7. Punctuality 8. Meticulous

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04.02 Set and revise own objectives and goals	
04.03 Organize and maintain own workplace	

Tools, Equipment and Materials (TEM)

ITEMS	RATIO (TEM : Trainees)
1. Camera	1:1
2. Lenses	1:1
3. Lens filter	1:25
4. Power supply	1:10
5. Lighting Accessories	1:10
6. Lighting stand	1:10
7. Backdrop stand	1:10
8. Battery grip	1:1
9. Camera strap	1:1
10. Camera and lenses case	1:1
11. Accessories	1:10
12. Photography equipment and props packing materials	1:5
13. Cleaning equipment	1:5

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CURRICULUM of COMPETENCY UNIT (CoCU)

Sub Sector	PHOTOGRAPHY					
Job Area	PHOTOGRAPHY					
Competency Unit Title	IMAGE EDITING					
Competency Unit Descriptor	This Image Editing competency unit is to finalise the shoot images, make a copies for back-up and produce finish products according to client's requirement. Upon completion of this competency unit, trainees will be able to:- • Identify Image Editing Requirement • Back-Up Image Output • Edit Image • Carry out Photography Image Quality Control					
Competency Unit ID	AC-050-3:2012-C03	Level	3	Training Duration	200 hours	Credit Hours	20 hours

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
1. Identify Image Editing Requirement	i. Photography work order ii. Image output format • Size • Type of files (digital files) - RAW - JPEG - TIFF - GIFF - PNG - PSD • Colour depth			40 hours	Tutorial	• Image output format determined according to job requirement • Image editing timeline/dateline confirmed according to job requirement • Photography concept image determined according to job

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	- 8 - 16 bit - 32 - Etc. • Colour mode - RGB - SRGB - Adobe - Black & white - Grey scale - CYMK - Macbeth colour chart - Etc. • Types of final image medium output - Hardcopy - Softcopy iii. Image editing timeline/dateline iv. Photography concept v. Types of photography vi. Areas of photography vii. Photo editing					requirement • Types of photography determined according to job requirement • Areas of photography determined according to job requirement • Photo editing software application determined according to job requirement • File transfer media determined according to job requirement • Image editing technique determined according to job requirement • Delivery method

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	software application • Photoshop • Lightroom • Fotostation • Etc. viii. File transfer media i.e.; • Bluetooth • FTP • Card reader • USB cable • CD/DVD ROM • Etc. ix. Image editing technique i.e.; • Cropping • Colour • Contrast • Brightness • Touch-up • Etc. x. Delivery method i.e.; • Courier • Email • By hand xi. Delivery details i.e.; • Delivery Order					confirmed according to job requirement • Delivery details confirmed according to job requirement • Image editing requirement checklist produced for image editing

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	• Invoicing					
		i. Interpret work order ii. Identify image output format iii. Identify image editing timeline/dateline iv. Identify photography concept image v. Identify types of photography vi. Identify areas of photography vii. Identify photo editing software application viii. Identify file transfer media ix. Identify image editing technique x. Identify delivery method xi. Identify delivery details	i. Follow work order ii. Resourceful in image output format iii. Analytical mind	40 hours	Practical/ Project Assignment/ Case Study/ Demonstration	

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		xii. Prepare image editing requirement checklist				
2. Back-Up Image Output	i. Storage media • Memory Card • CD/DVD • Etc. ii. Numbers of back-up copies iii. Back-up image filing technique; • Labelling • Indexing • Storage path			10 hours	Tutorial	• Storage media confirmed • Numbers of required back-up copies confirmed • Image transferred into storage media • Back-up image file report produced
		i. Identify storage media ii. Transfer image into back-up storage iii. Check back-up copies iv. Apply back-up image filing technique	i. Resourceful in image files database ii. Resourceful in image storage techniques	20 hours	Practical/ Project Assignment/ Case Study/ Demonstration	

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
3. Edit Image	i. Image criterion i.e.; • Exposure • Motion blur • Colour cast • Noise/grain • Dust spots • Distortion • Etc. ii. Image editing technique i.e.; • Cropping • Colour • Contrast • Brightness • Touch-up • Etc. iii. Types of printing i.e.; • Self printing • Third party printing service			20 hours	Tutorial	• Image criteria confirmed according to job requirement • Final finish product produced according to job requirement • Final finish product printed according to job requirement

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		i. Identify image criteria ii. Select image for editing iii. Apply image editing technique iv. Identify types of printing v. Print image	i. Resourceful of image editing technique ii. Follow job requirement iii. Comply with image editing technique iv. Ensure editing software functioning	40 hours	Practical/ Project Assignment/ Case Study/ Demonstration	
4. Carry out Photography Image Quality Control	i. Quality control procedure ii. Photography composition i.e.; • Rule of third • Centre of interest • Orientation • Arrangement of content • Perspective of camera and lenses • S Curve, C Curve • Golden ratio / Golden mean /			10 hours	Tutorial	• Image quality control requirement confirmed • Photography image assessed according to photography composition • Image output colour density confirmed according to job requirement • Image colour proof printing confirmed according to job

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	Divine Proportion • Entry point • Eye Movement • Diagonal Line • Vertical Line • Balancing • Framing • Concentric Geometric patterns • Pattern • Texture iii. Image colour output format iv. Image colour proof printing v. Image output colour density					requirement • Image quality confirmed according to job requirement • Image quality control record produced for reference
		i. Identify image quality control requirement ii. Identify photography composition iii. Evaluate photography image	i. Analytical mind ii. Ensure finish product meets client's requirement	20 hours	Practical/ Project Assignment/ Case Study/ Demonstration	

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Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		iv. Check image output colour density v. Check image colour proof printing vi. Prepare image quality control record				

Employability Skills

Core Abilities	Social Skills / Social Values
01.01 Identify and gather information 01.02 Document information, procedures or processes 01.03 Utilize basic IT applications 01.04 Analyse information 01.06 Utilize word processor to process information 01.07 Utilize database applications to locate and process information 01.10 Apply a variety of mathematical techniques 01.11 Apply thinking skills and creativity 02.01 Interpret and follow manuals, instructions and SOP's 02.03 Communicate clearly 03.02 Demonstrate integrity and apply ethical practices 03.03 Accept responsibility for own work and work area	1. Communication skills 2. Learning skills 3. Multitasking and prioritizing 4. Teamwork 5. Compliance 6. Cooperation 7. Punctuality 8. Meticulous

03.04	Seek and act constructively upon feedback about performance
03.05	Demonstrate safety skills
03.06	Respond appropriately to people and situations
03.07	Resolve interpersonal conflicts
03.08	Develop and maintain a cooperation within work group
04.01	Organize own work activities
04.02	Set and revise own objectives and goals
04.03	Organize and maintain own workplace

Tools, Equipment and Materials (TEM)

ITEMS	RATIO (TEM : Trainees)
1. Computer	1:1
2. Photo editing software application	1:1
3. Storage media	1:1
4. Printing Equipment	1:10

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CURRICULUM of COMPETENCY UNIT (CoCU)

Sub Sector	PHOTOGRAPHY						
Job Area	PHOTOGRAPHY						
Competency Unit Title	PHOTOGRAPHY EQUIPMENT MAINTENANCE						
Learning Outcome	This Photography Equipment Maintenance competency unit is to carry out photographic equipment maintenance by themselves or send to authorised service centre for critical default. Upon completion of this competency unit, trainees will be able to:- • Identify Equipment Faulty • Plan Photography Equipment Maintenance • Perform Photography Equipment Maintenance						
Competency Unit ID	AC-050-3:2012-C04	Level	3	Training Duration	180 hours	Credit Hours	18 hours

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
1. Identify equipment faulty	i. Types of Equipment • Lighting • Camera • Lenses ii. Types of equipment faulty i.e.; • Regular • Critical			20 hours	Tutorial	• Types of equipment determined • Equipment faulty confirmed • Equipment faulty sorted
		i. Identify types of equipment ii. Check equipment faulty iii. Sort equipment	i. Detail in review photographic equipment inventory	40 hours	Practical/ Project Assignment/ Case Study/	

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		faulty	record ii. Prioritize equipment maintenance according to critical usage		Demonstration	

2. Plan photography equipment maintenance	i. Equipment classification procedure
	ii. Types of maintenance i.e.;
	  • Corrective
	  • Preventive
	iii. Maintenance schedule preparation
				20 hours	Tutorial	• Equipment classification procedure determined
						• Equipment faulty confirmed
						• Types of maintenance determined
						• Maintenance schedule generated

		i. Identify equipment classification procedure ii. Classify equipment faulty iii. Identify types of maintenance iv. Produce maintenance schedule	i. Meticulous in maintenance activity ii. Follow maintenance safety requirement iii. Follow replacement schedule	40 hours	Practical/ Project Assignment/ Case Study/ Demonstration	

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
3. Perform photography equipment maintenance	i. Maintenance schedule ii. Maintenance and cleaning kits i.e.; • Micro fibre cloth • Air blower • Blower Brush • Cleaning Fluid • Cotton Buds • Etc. iii. Maintenance safety requirement • Equipment • Insurance • Manufacturer Warranty iv. Manufacturer's user manual			20 hours	Tutorial	• Maintenance and cleaning kits determined • Types of maintenance confirmed • Critical equipment faulty confirmed • Maintenance safety requirement determined • Photography equipment maintenance record produced for future reference
		i. Interpret maintenance schedule ii. Check types of maintenance iii. Identify maintenance and cleaning kits iv. Identify critical	i. Meticulous in maintenance activity ii. Follow maintenance safety requirement iii. Follow maintenance	40 hours	Practical/ Project Assignment/ Case Study/ Demonstration	

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		equipment faulty v. Identify maintenance safety requirement vi. prepare photography equipment maintenance record	schedule iv. Follow user manual			

Employability Skills

Core Abilities	Social Skills / Social Values
01.01 Identify and gather information 01.02 Document information, procedures or processes 01.03 Utilize basic IT applications 01.04 Analyse information 01.06 Utilize word processor to process information 01.07 Utilize database applications to locate and process information 01.10 Apply a variety of mathematical techniques 01.11 Apply thinking skills and creativity 02.01 Interpret and follow manuals, instructions and SOP's 02.03 Communicate clearly 03.02 Demonstrate integrity and apply ethical practices 03.03 Accept responsibility for own work and work area	1. Communication skills 2. Learning skills 3. Multitasking and prioritizing 4. Teamwork 5. Compliance 6. Cooperation 7. Punctuality 8. Meticulous

03.04	Seek and act constructively upon feedback about performance
03.05	Demonstrate safety skills
03.06	Respond appropriately to people and situations
03.07	Resolve interpersonal conflicts
03.08	Develop and maintain a cooperation within work group
04.01	Organize own work activities
04.02	Set and revise own objectives and goals
04.03	Organize and maintain own workplace

Tools, Equipment and Materials (TEM)

ITEMS	RATIO (TEM : Trainees)
1. Camera	1:1
2. Lens	1:1
3. Lighting equipment	1:5
4. Cleaning kits	1:1
5. Checklist	1:1
6. Sample of maintenance schedule	1:1

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CURRICULUM of COMPETENCY UNIT (CoCU)

Sub Sector	PHOTOGRAPHY						
Job Area	PHOTOGRAPHY						
Competency Unit Title	PHOTOGRAPHY SALES SERVICE						
Learning Outcome	This competency unit, Photography Sales Service is to create business opportunity for photography services through gather and meet potential customers. Upon completion of this competency unit, trainees will be able to:- • Review Customer Record • Carry out Sales Service Meeting • Perform Sales Closing						
Competency Unit ID	AC-050-3:2012-C05	Level	3	Training Duration	100 hours	Credit Hours	10 hours

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
1. Review Customer Record	i. Types of customer i.e.; • Individual • Company • Local • International ii. Types of photography i.e.; • Aerial • Archaeology • Architectural • Astronomy • Black & White			20 hours	Tutorial	• Types of customer confirmed • Types of photography confirmed • Customer requirement and enquiry handling procedure determined

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	• Event • Fashion • Firework • Forensic • Infrared • Industrial • Interior • Investigative • Landscape • Macro • Medical • Micro • Modelling • Nature • Night scene • Portraiture • Pet • Reprography • Sport • Stage/Concert • Still life • Street • Strobography • High speed • Travel • Time-lapse					

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	• Underwater • Wedding • Wild life • Etc. iii. Customer requirement and enquiry handling procedure					
		i. Identify types of customer ii. Identify types of photography iii. Identify customer requirement and enquiry handling procedure	i. Analytical mind ii. Business minded iii. Resourceful in customer requirement iv. Resourceful in customer's enquiry handling procedure	20 hours	Practical/ Project Assignment/ Case Study/ Demonstration	
2. Carry out Sales Service Meeting	i. Appointment Schedule i.e.; • Customer details • Customer availability • Time and location ii. Customer meeting agenda iii. Sales kit			10 hours	Tutorial	• Appointment schedule confirmed • Appointment's time and location confirmed • Meeting agenda confirmed • Sales kits received

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		i. Identify appointment schedule ii. Arrange appointment's time and location iii. Identify meeting agenda iv. Distribute sales kits v. Discuss photography sales service	i. Interpersonal skill ii. Communication skill iii. Resourceful in photography sales kits and services	20 hours	Practical/ Project Assignment/ Case Study/ Demonstration	by customer • Photography job order produced

3. Perform Sales Closing	i. Sales order
	ii. Sales contract i.e.;
	  • Contract format
	  • Contract terms and condition
	  • Contract content
	    – Price
	    – Quantity
	    – Quality
	    – Bank Statement
	    – ROC/ROB
				15 hours	Tutorial	• Sales order determined
						• Sales contract produced
						• Sales dealt

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	document – Company profile iii. Sales closing technique i.e.; • Assumptive Closing • Direct Close • The Either/Or Choice Close • Etc.					
		i. Identify sales order ii. Compute sales contract iii. Compile sales contract	i. Ensure sales contract signed	15 hours	Practical/ Project Assignment/ Case Study/ Demonstration	

Employability Skills

Core Abilities		Social Skills / Social Values
01.01	Identify and gather information	1. Communication skills
01.02	Document information, procedures or processes	2. Learning skills
01.03	Utilize basic IT applications	3. Multitasking and prioritizing
01.04	Analyse information	4. Teamwork
01.06	Utilize word processor to process information	5. Compliance
01.07	Utilize database applications to locate and process information	6. Cooperation
		7. Punctuality
01.10	Apply a variety of mathematical techniques	8. Meticulous
01.11	Apply thinking skills and creativity	
02.01	Interpret and follow manuals, instructions and SOP's	
02.03	Communicate clearly	
03.02	Demonstrate integrity and apply ethical practices	
03.03	Accept responsibility for own work and work area	
03.04	Seek and act constructively upon feedback about performance	
03.05	Demonstrate safety skills	
03.06	Respond appropriately to people and situations	
03.07	Resolve interpersonal conflicts	
03.08	Develop and maintain a cooperation within work group	
04.01	Organize own work activities	
04.02	Set and revise own objectives and goals	

04.03	Organize and maintain own workplace	

Tools, Equipment and Materials (TEM)

ITEMS	RATIO (TEM : Trainees)
1. Sample of sales kits	1:5
2. Sample of sales contract	1:5
3. Sample of appointment schedule	1:5

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CURRICULUM of COMPETENCY UNIT (CoCU)

Sub Sector	PHOTOGRAPHY
Job Area	PHOTOGRAPHY
Competency Unit Title	REMOTE CONTROL PHOTOGRAPHY
Learning Outcome	This competency unit, Remote Control (RC) Photography is to produce images through remote control devices. Upon completion of this competency unit, trainees will be able to:- • Identify Remote Control (RC) Photography Requirement • Setup Remote Control Equipment • Carry Out Remote Control Shoot • Carry Out Remote Control (RC) Maintenance

Competency Unit ID	AC-050-3:2012-E01	Level	3	Training Duration	187 hours	Credit Hours	19 hours

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
1. Identify Remote Control (RC) Photography Requirement	i. Types of RC i.e.; • Wired • Wireless ii. Types of RC models i.e.; • Aeroplane • Helicopter • Multirotor • Cars/4WD Buggy • Boat • Submarine iii. RC accessories i.e.;			32 hours	Tutorial	• Types RC equipment confirmed according to job requirement • Types of RC models confirmed according to job requirement • RC accessories confirmed according to job

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	• RC Toolkit • Battery charger • Starter • Glow heater • Battery voltage checker • Fuel pump iv. RC equipment handling technique i.e.; • RC aeroplane • RC helicopter • Multirotor • RC car/4WD buggy • Boat • Submarine. v. Photography shooting location and logistic i.e.; • Geography • Elevation/ depth /topography • Latitude • Longitude • Coordinate • Compass position					requirement • RC equipment handling technique confirmed according to job requirement • Recce location confirmed according to job requirement • Safety requirement confirmed according to job requirement • Authorisation permits and private owner consent acquired according to job requirement • RC photography requirement list produced according to job requirement

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	• Surrounding • Weather • Festive season • Accessibility vi. Restricted location i.e.; • Local authority • Site's owner • Land lord authorisation vii. Safety requirement					
		i. Identify types remote control equipment ii. Identify types of RC models iii. Identify remote control accessories iv. Identify remote control equipment handling technique v. Identify recce location viii. Identify safety	i. Analytical mind ii. Resourceful of RC equipments	50 hours	Practical/ Project Assignment/ Case Study/ Demonstration	

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		requirement vi. Apply authorisation permits and private owner consent vii. Prepare remote control photography requirement list				

2. Setup Remote Control Equipment	i. Remote control equipment i.e.;
	• Model
	• Fuel
	• Accessory
	ii. Component of FPV (First Person View) i.e.;
	• Camera
	• Video transmitter (VTX)
	• Types of antennas
	• Ground station
	  - Video Monitor
	  - Video receiver (VRX)
	  - Battery (Power
				15 hours	Tutorial	• Remote control equipment determined according to job requirement
						• Component of FPV confirmed according to job requirement
						• Required camera confirmed according to job requirement
						• Camera with remote control equipment adjusted according

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	Supply) - Video recorder Voltage meter iii. Remote Control Test Run procedure					to job requirement • Test run executed for emergency landing • Test shot executed according to job requirement • Remote control equipment setup confirmed
		i. Identify remote control equipment ii. Identify Component of FPV iii. Identify required camera iv. Set camera with remote control equipment v. Carry out test run vi. Carry out test shot vii. Check remote control equipment setup	i. Analytical mind ii. Resourceful of RC equipments	30 hours	Practical/ Project Assignment/ Case Study/ Demonstration	

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
3. Carry Out Remote Control Shoot	i. Remote control path (way point) ii. Shooting technique iii. Photography composition iv. Remote control photography images			15 hours	Tutorial	• Control path (way point) confirmed according to job requirement • Shooting technique determined

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		i. Check remote control path (way point) ii. Select shooting technique iii. Identify photography composition iv. Evaluate remote control photography images	i. Analytical mind ii. Resourceful of RC equipments iii. Resourceful of RC equipment handling	15 hours	Practical/ Project Assignment/ Case Study/ Demonstration	according to job requirement • Photography composition determined according to job requirement • Images produced according to job requirement • Remote control photography images assessed according to job requirement
4. Carry Out Remote Control (RC) Maintenance	i. Types of maintenance i.e.; • Preventive • Corrective ii. Remote control condition i.e.; • Minor faulty • Major faulty • Critical faulty iv. Types of parts faulty i.e.; • Minor			15 hours	Tutorial	• RC equipment determined • RC equipment faulty condition confirmed • Types of parts faulty determined • Types of maintenance confirmed • Maintenance schedule complied

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	• Critical iii. Maintenance schedule					according to manufacturer's user manual • RC equipment sent for maintenance • RC maintenance report produced
		i. Identify RC equipment ii. Identify RC equipment faulty condition iii. Identify types of parts faulty iv. Identify types of maintenance v. Identify maintenance schedule vi. Send RC equipment for maintenance vii. Prepare RC maintenance report	i. Analytical mind ii. Resourceful of RC equipments	15 hours	Practical/ Project Assignment/ Case Study/ Demonstration	

Employability Skills

Core Abilities		Social Skills / Social Values
01.01	Identify and gather information	1. Communication skills
01.02	Document information, procedures or processes	2. Learning skills
01.03	Utilize basic IT applications	3. Multitasking and prioritizing
01.04	Analyse information	4. Teamwork
01.06	Utilize word processor to process information	5. Compliance
01.07	Utilize database applications to locate and process information	6. Cooperation
		7. Punctuality
01.10	Apply a variety of mathematical techniques	8. Meticulous
01.11	Apply thinking skills and creativity	
02.01	Interpret and follow manuals, instructions and SOP's	
02.03	Communicate clearly	
03.02	Demonstrate integrity and apply ethical practices	
03.03	Accept responsibility for own work and work area	
03.04	Seek and act constructively upon feedback about performance	
03.05	Demonstrate safety skills	
03.06	Respond appropriately to people and situations	
03.07	Resolve interpersonal conflicts	
03.08	Develop and maintain a cooperation within work group	
04.01	Organize own work activities	

04.02	Set and revise own objectives and goals	
04.03	Organize and maintain own workplace	

Tools, Equipment and Materials (TEM)

ITEMS	RATIO (TEM : Trainees)
1. RC models	
• Aeroplane	1:5
• Helicopter	1:5
• Multirotor	1:5
• Cars/4WD Buggy	1:5
• Boat	1:5
• Submarine	1:5
2. RC accessories	
• RC Toolkit	1:5
• Battery charger	1:5
• Starter	1:5
• Glow heater	1:5
• Battery voltage checker	1:5
• Fuel pump	1:5
3. Video transmitter (VTX)	1:5
4. Antennas	1:5
5. Video Monitor	1:5
6. Video receiver (VRX)	1:5
7. Battery (Power Supply)	1:5
8. Video recorder	1:5
9. Voltage meter	1:5

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CURRICULUM of COMPETENCY UNIT (CoCU)

Sub Sector	PHOTOGRAPHY
Job Area	PHOTOGRAPHY
Competency Unit Title	SCUBA DIVING
Learning Outcome	This Scuba Diving competency unit is to prepare trainee have knowledge and skill in diving according to specified procedure. Upon completion of this competency unit, trainees will be able to:- • Plan Diving • Prepare Diving Equipment • Perform Scuba Diving • Repack Diving Equipment

Competency Unit ID	AC-050-3:2012-E02	Level	3	Training Duration	192 hours	Credit Hours	19 hours

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
1. Plan Diving	i. Weather condition i.e.; • Weather forecast information • Weather location • Period ii. Dive site condition i.e.; • Location • Water surface condition • Water visibility			16 hours	Tutorial	• Scuba diving license confirmed according to diving requirement • Weather condition confirmed according to diving requirement • Dive site condition determined according to diving requirement

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Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria

	• Water temperature
	• Water current
	iii. Diving schedule i.e.;
	  • Period
	  • location
	iv. Diving Duration/ time frame
	v. Diving equipment
	vi. Scuba Diving certificate/ license by i.e.;
	  • Scuba Diving International (SDI)
	  • British Sub Aqua Club (BSAC)
	  • Confederation Mondiale Des Activites Subaquatiques (CMAS)
	  • National Association of Underwater Instructors (NAUI WORLWIDE)
	  • Professional
						• Diving duration/time frame determined according to diving requirement
						• Diving schedule produced for diving activity
						• Diving equipment determined for diving activity
						• Diving equipment checklist produced for diving activity
						• Diving requirement checklist produced for diving activity

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	Association of Diving Instructors (PADI) • Scuba Schools International (SSI)					
		i. Check scuba diving license ii. Identify weather condition iii. Identify dive site condition iv. Identify diving duration/time frame v. Prepare diving schedule vi. Identify diving equipment vii. Prepare required diving equipment checklist	i. Resourceful of scuba diving procedure ii. Resourceful of weather and environment condition for diving activity	32 hours	Practical/ Project Assignment/ Case Study/ Demonstration	

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria

2. Prepare Diving Equipment	i. Types of diving equipment i.e.;
	• Mask
	• Snorkel
	• Fins and booties/socks
	• Exposure suits
	• Weights/Belts
	• Buoyancy Compensators (BC)
	• Regulators
	• Tanks(Cylinders)
	• Accessories
	  - Knives
	  - Lights
	  - Slates
	  - Retractors
	  - Flags
	  - Signalling devices
	ii. Diving equipment condition
	iii. Diving Safety Equipment i.e.;
	• Safety Sausage
	• Scuba Dive
				16 hours	Tutorial	• Diving equipment confirmed according to diving requirement
						• Diving equipment faulty confirmed according to diving requirement
						• Diving equipment faulty fixed
						• Diving safety equipment determined according to diving requirement
						• Diving and safety equipment checklist produced for reference

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	Flag and Float • Whistle • GPS Radio • Air Horn Dive • Surface Marker Buoy • Rescue Kit • Etc.					
		i. Identify diving equipment ii. Check diving equipment faulty condition iii. Identify diving safety equipment iv. Prepare diving and safety equipment checklist	1. Resourceful of diving equipment and its function 2. Analytical mind	32 hours	Practical/ Project Assignment/ Case Study/ Demonstration	

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria

3. Perform Scuba Diving	i. Diving equipment
	ii. Diving safety equipment
	iii. OSHA Diving Regulations
	iv. Diving Communication system i.e.;
	• Voice communication
	• Video communication
	• Text communication
	• Non-Verbal communication
	  - Hand signals
	  - Line signals
	  - Light signals
	  - Cave line symbols
	  - Sign language
	  - Tap codes
	  - Rattle
	  - Miscellaneous emergency signals
	  - Diver down
				16 hours	Tutorial	• Diving equipment used according to diving requirement
						• Diving safety equipment confirmed according to diving requirement
						• OSHA diving regulations complied
						• Diving communication system used according to diving requirement
						• Safe diving complied

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Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	signals					
		i. Identify Diving equipment ii. Identify diving safety equipment iii. Apply OSHA diving regulations iv. Identify diving communication system v. Apply safe diving	i. Comply to OSHA Diving regulation ii. Resourceful of diving communication system iii. Resourceful of diving safety equipment	42 hours	Practical/ Project Assignment/ Case Study/ Demonstration	

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
5. Repack Diving Equipment	i. Diving equipment ii. Diving safety equipment iii. Packing procedure			8 hours	Tutorial	• Used diving and safety equipment determined according to diving requirement • Diving and safety equipment repacked • Diving and safety equipment stored to respective place
		i. Identify used diving and safety equipment ii. Repack diving and safety equipment iii. Arrange diving and safety equipment	i. Resourceful of dismantle diving equipment ii. Careful in handling diving equipment	16 hours	Practical/ Project Assignment/ Case Study/ Demonstration	

Employability Skills

Core Abilities	Social Skills / Social Values
01.01 Identify and gather information 01.11 Apply thinking skills and creativity 02.01 Interpret and follow manuals, instructions and SOP's 02.03 Communicate clearly 03.02 Demonstrate integrity and apply ethical practices 03.03 Accept responsibility for own work and work area	1. Communication skills 2. Conceptual skills 3. Learning skills 4. Multitasking and prioritizing 5. Self-discipline 6. Teamwork 7. Diligence 8. Compliance

03.05	Demonstrate safety skills
03.06	Respond appropriately to people and situations
03.08	Develop and maintain a cooperation within work group
04.01	Organize own work activities
04.02	Set and revise own objectives and goals
04.03	Organize and maintain own workplace

Tools, Equipment and Materials (TEM)

ITEMS	RATIO (TEM : Trainees)
1. Diving equipment ;	
• Mask	1:5
• Snorkel	1:5
• Fins and booties/socks	1:5
• Exposure suits	1:5
• Weights/Belts	1:5
• Buoyancy Compensators (BC)	1:5
• Regulators	1:5
• Tanks(Cylinders)	1:5
• Accessories	1:5
2. Diving safety equipment;	
• Safety Sausage	1:5
• Scuba Dive Flag and Float	1:5
• Whistle	1:5
• GPS Radio	1:5
• Air Horn Dive	1:5
• Surface Marker Buoy	1:5
• Rescue Kit	1:5

	1:5

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Summary of Training Duration

No.	COMPETENCY UNIT TITTLE	WORK ACTIVITIES	RELATED KNOWLEDGE	RELATED SKILLS	HOURS	ASSESSMENT (KA & PA)	TOTAL (Hours)
1	Photography Pre-Production	Identify photography job order	80	240	320		760
		Search Talent for Photography Shooting	20	20	40		
		Prepare Props	80	160	240		
		Recce Photography Location	40	40	80		
		Prepare Photographic Equipment	40	40	80		
2	Photography Production	Identify Photography Production Requirement	80	240	320		580
		Setup Photographic equipment and props	40	80	120		
		Perform Photography Production Shoot	20	80	100		
		Perform Photography Production Housekeeping	20	20	40		
3	Image Post-Production	Identify Image Editing Requirement	40	40	80		200
		Back-Up Image Output	10	20	30		
		Edit Image	20	40	60		
		Carry out Photography Image Quality Control	10	20	30		
4	Photography Equipment Maintenance	Identify Equipment Faulty	20	40	60		180
		Plan Photography Equipment Maintenance	20	40	60		
		Perform Photography Equipment Maintenance	20	40	60		

5	Photography Sales Service	Review Customer Record	20	20	40	100
		Carry Out Sales Service Meeting	10	20	30	
		Perform Sales Closing	15	15	30	
	TOTAL HOURS (CORE Competencies)		605	1215	1820	1820
7	Remote Control Photography	Identify Remote Control Photography Requirement	32	50	82	187
		Setup Remote Control Equipment	15	30	45	
		Perform Remote Control Shoot	15	15	30	
		Perform Remote Control Maintenance	15	15	30	
8	Scuba Diving	Plan Diving	16	32	48	192
		Prepare Diving Equipment	16	32	48	
		Perform Scuba Diving	16	32	48	
		Repack Diving Equipement	16	32	48	
	TOTAL HOURS (ELECTIVE Competencies)		141	238	379	758
	TOTAL HOURS (CORE Competencies+ ELELCTIVE Competencies)		746	1453	2199	2578