STANDARD KEMAHIRAN PEKERJAAN KEBANGSAAN

(NATIONAL OCCUPATIONAL SKILLS STANDARD)

VIDEO / FILM (EDITING)

LEVEL 5

JPK

JABATAN PEMBANGUNAN KEMAHIRAN

KEMENTERIAN SUMBER MANUSIA, MALAYSIA

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STANDARD PRACTICE
NATIONAL OCCUPATIONAL SKILLS STANDARD (NOSS) FOR;
VIDEO / FILM (EDITING)
LEVEL 5

1. INTRODUCTION

Video or film editing is part of the creative post-production process of filmmaking. It involves the selection and combining of shots into sequences, and ultimately creating a finished motion picture. Video or film editing is often referred to as the 'invisible art' because when it is well-practiced, the viewer can become so engaged that he or she is not even aware of the editor's work. In other words, video or film editing is a process of manipulating and rearranging video shots to create and generate new work. Visual editing is one part of the post production process which involved rearranging, adding or removing sections of video clips, applying colour correction, filters and enhancement and creating transitions between clips.

There are many reasons to edit a video or film such as removing unwanted footages, choosing the best footages, creating a smooth flow between scenes, adding effects, graphics and many more. The simplest and most common task in editing is removing the unwanted footages because the story can be dramatically improved by simply getting rid of unwanted bits. After production shoot of scenes, the best material will be chosen for final edit but the most important things in film or video editing is to ensure the smooth flow of the video or film presentation. In order to create an impressive video or film, the editor can add some extra elements like altering the style, mood of music, visual effects and many more. This will provide the audience the enjoyment in watching the video or film.

Video or film editing can create sensually provocative montages, become a laboratory for experimental cinema, bring out the emotional truth in an actor's performance, create a point of view on otherwise obtuse events, guide the telling and pace of a story, create an illusion of danger where there is none, give emphasis to things that would not have otherwise been noted and even create a vital subconscious emotional connection to the viewer.

Therefore, this NOSS document is structured to bring out as much as possible of skilful labour or personnel that are very enthusiastic, passionate and qualified to work in the video or film production industry. The personnel who undergo training based on this NOSS should be able to attain and develop new skill as video or film editor and earn incomes based on his or her skills, experience and the production house itself. The level 5 of this NOSS will describe capability in Audio Visual (AV) editing consultation, Audio Visual (AV) editing concept, Audio Visual (AV) editing work management, Audio Visual (AV) editing studio management, Audio Visual (AV) editing quality assessment, script writing and scene analysis. Furthermore, this NOSS has been developed from the discussion and brainstorming done according to industry's needs by the industrial experts who have had years experience in their field. The current demand for qualified and experienced Level 5 Editor for video or film editing is in demand as it is now and may increase in the near future.

This NOSS will definitely be usable to produce the most skilful personnel for the benefit of the industry as well as the country. Those who are interested may enrol with minimum requirement such as possesses Malaysia Skills Diploma (DKM) Level 4, mentally fit, not colour blind. English proficiency and computer literature is an added advantage.

2. OCCUPATIONAL STRUCTURE

Video / Film (Editing) personnel come under the Sector Information Communication Technology and Sub-Sector of Digital Creative. Fig. 1.1 shows the structured career path of video / film (editing) personnel.

LEVEL	Pre-Production	Production								Post production			Mgmt / Admin
		Creative				Technical (Camera)	Technical (Lighting)	Technical (Audio)	Visual Effect	Visual Editing	Color Grading	
L5	Producer/ Director	Art Director				Technical Producer / Technical Director	Gaffer	Senior Audio Engineer	VFX Creative Director	Supervising Editor	Colorist	Producer
L4	Script Writer	Set Designer		Costume Designer	Make Up Designer	Cameraman	Senior Lighting Technician	Audio Engineer	Visual Effect Lead Supervisor	Senior Editor	Junior Colorist	Production Manager
L3	*No level*	Props Master	Set Builder	Scenic Painter	Wardrobe Manager	Make up Artist	camera operator	Lighting Technician	Assistant Audio Engineer	Visual Effect Supervisor	Editor	No level	Asst Production manager
L2	*No level*	Props Man	Set Dresser	Painter Assistant	Wardrobe Dresser	Make up Asst.	Camera Assistant / Rigger	Lighting Assistant	Audio Technician	Junior Visual Effect	Asst. Editor	No level	production Coordinator
L1	*No level*												

The table spans: SECTOR — INFORMATION TECHNOLOGY & COMMUNICATION (ICT); SUB - SECTOR — DIGITAL CREATIVE

Figure 1.1 Occupational Profile for Video / Film (Editing) personnel

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SECTOR	INFORMATION TECHNOLOGY & COMMUNICATION (ICT)
SUB SECTOR	DIGITAL CREATIVE (VIDEO / FILM)
LEVEL	POST - PRODUCTION (VISUAL EDITING)
L5	VIDEO / FILM (EDITING)
L4	VIDEO / FILM (EDITING)
L3	VIDEO / FILM (EDITING)
L2	*No Level*
L1	*No Level*

Figure 1.1 Occupational Area Analysis (OAA) for Video / Film (Editing) 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 after being assessed and verified and fulfilled the Malaysian Skill Certification requirements shall be awarded with Malaysia Skills Advanced Diploma (DLKM) for Level 5.

5.   JOB COMPETENCIES

A Video / Film (Editing) Personnel (Level 5) is competent in performing:

- Audio Visual (AV) Editing Consultation
- Audio Visual (AV) Editing Concept
- Audio Visual (AV) Editing Work Management
- Audio Visual (AV) Editing Studio Management
- Audio Visual (AV) Editing Approval
- Scene Analysis

6.   WORKING CONDITIONS

As Level 5 Editor, they are part of management team. Therefore, they work in a single room which equipped with LCD monitor and DVD player for previewing any video presentation to client. The setting up of the room is similar to other normal office room consist of office furniture just comfortable for them to work. The room are adequately ventilated and lighted.

They usually have contact with a range of people including clients, other Editors, Accountants, Directors, Producers and people in the facilities company (such as film labs and CGI studios), etc.

7.   EMPLOYMENT PROSPECTS

There is a high demand for skilled personnel in Digital Creative industry as the industry is developing rapidly. Based on this recognition towards creative industry in Malaysia, the Government of Malaysia give full support to the industry through various government agencies and fund providing. This is recognised globally as a huge growth area and there is a need for properly trained personnel at all levels. Having a suitably skilled workforce will position Malaysia as a centre of excellence in the region and help towards inward investment in the country.

The editing personnel for video or film editing has a high employment prospect whether locally or internationally. This is because the local expertise workforce is recognised by other countries as being highly knowledgeable and skilled in video or film production industry. This in turn increases the demand for skilled personnel in this field to be employed locally or internationally. The income or remuneration for this profession normally compensate with skills and experience.

Video or film editors need standard coursework such as graphics, basic editing and commercial editing. Experience using graphic and editing software is an essential for video or film editor. Video or film editors sometimes end up as Visual Effects (VFX) Directors and Sound Editors.

As Malaysia had identified in the 3rd Industrial Master Plan and stated in the Tenth Malaysian Plan, Multimedia through ICT will be an important enabler for Malaysia to position itself at the international level. Employment growth in the ICT industry is significant and is in current demand. Personnel also able to be employed in other related occupations such as production house, advertising agency, broadcasting agency (TV Station), multimedia department (large corporation), training centre, multi national corporation, international airports and as an entrepreneur.

8. **TRAINING, INDUSTRIAL RECOGNITION, OTHER QUALIFICATION AND ADVANCEMENT**

As for career advancement, experience Editor develops their skills throughout their job. They usually begin as assistant editor and gradually learn their new skills as they gain experience. Further certification may increase their chances of career advancement. Thus, additional formal training and certification, these skilful Editors can become certified Editors.

9. **SOURCES OF ADDITIONAL INFORMATION**

Local Sources

- **Suruhanjaya Komunikasi Dan Multimedia Malaysia (SKMM)**
  Malaysian Communications and Multimedia Commission
  Off Persiaran Multimedia,
  63000 Cyberjaya, Selangor, MALAYSIA
  Telephone   : +603 8688 8000
  Fax   : +603 86881000
  Email   : ccd@cmc.gov.my
  Website   : http://www.skmm.gov.my

- **Perbadanan Kemajuan Filem Nasional Malaysia (FINAS)**
  National Film Development Corporation Malaysia
  Kompleks Studio Merdeka, Jalan Hulu Kelang,
  68000 Ampang, Selangor, MALAYSIA.
  Telephone   : +603 41041300
  Fax   : +603 41075216
  Email   : am@finas.gov.my

- **Radio Televisyen Malaysia (RTM)**

  Wisma TV, Angkasapuri, 50614,

  Kuala Lumpur, MALAYSIA.

  Telephone   : +603 2282 5333

  Fax   : +603 2282 7146

  Email   : feedback@rtm.gov.my

  Website   : http://www.rtm.gov.my

- **Kementerian Penerangan Komunikasi & Kebudayaan (KPKK)**

  Ministry of Information, Communications & Culture

  Kompleks Sultan Abdul Samad,

  Jalan Raja 50610, Kuala Lumpur, MALAYSIA.

  Telephone   : 03-26127600

  Fax   : 03-26935114

  Website   : http://www.kpkk.gov.my

- **Professional Film Workers Association of Malaysia (PROFIMA)**

  Kompleks Studio Merdeka,

  Lot 1662, Batu 8,

  Jalan Hulu Klang,

  68000 Ampang,

  Selangor, MALAYSIA

  Telephone   : 03-76608535

  Fax   : 03-76608532

  Email   : profima.malaysia@gmail.com

  Website   : http://www.profima.com.my

International Sources

- **UK Screen Association**

  47 Beak Street

  London

  W1F9SE

  Telephone   : +44 (0)20 7734 6060

  Fax   : +44(0)20 7287 2727

  Website   : http://www.ukscreenassociation.co.uk

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.

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

VIDEO / FILM (EDITING)

LEVEL 5

	EXPERT PANEL	
1.	Jamaludin Bin Bakar	Senior Editor Finas
2.	Wan Muzamil Bin Wan Ibrahim	Editor / Color Grading Finas
3.	Mohd Asrol Sani Bin Othman	Video Editor / Motion Graphic Homework Studio
4.	Mohd Hafiz Bin Kamaruzaman	Film And Video Editor / Lecturer Aswara
5.	Dzul Karnain Bin Abdullah	Lecturer Aswara
6.	Shamsaimun Bin Ezil	Production Manager / Editor Z N G Production
7.	Ahmad Shah Izan bin Mohamed Yatim	Editor Alphaflex Sdn Bhd
8.	Rasidan Muhamad Ramly	Editor DFX Studio Sdn Bhd
9.	Zailan Bin Mohd Noor	Creative Director Explosive Magic Sdn Bhd
	FACILITATOR	
1.	Nablan bin Yusoff	Principal Consultant / Master Trainer 3R Evolusi Sdn Bhd
	CO-FACILITATOR	
1.	Salina Binti Roslan	Senior Consultant 3R Evolusi Sdn Bhd

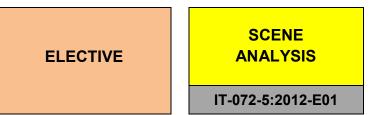## 12. COMMITTEE MEMBERS FOR DEVELOPMENT CURRICULUM OF COMPETENCY UNIT (CoCu)

VIDEO / FILM (EDITING)

LEVEL 5

	EXPERT PANEL	
1.	Jamaludin Bin Bakar	Senior Editor Finas
2.	Wan Muzamil Bin Wan Ibrahim	Editor / Color Grading Finas
3.	Mohd Asrol Sani Bin Othman	Video Editor / Motion Graphic Homework Studio
4.	Mohd Hafiz Bin Kamaruzaman	Film And Video Editor / Lecturer Aswara
5.	Dzul Karnain Bin Abdullah	Lecturer Aswara
6.	Shamsaimun Bin Ezil	Production Manager / Editor Z N G Production
7.	Ahmad Shah Izan bin Mohamed Yatim	Editor Alphaflex Sdn Bhd
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9.	Zailan Bin Mohd Noor	Creative Director Explosive Magic Sdn Bhd
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1.	Nablan bin Yusoff	Principal Consultant / Master Trainer 3R Evolusi Sdn Bhd
	CO-FACILITATOR	
1.	Salina Binti Roslan	Senior Consultant 3R Evolusi Sdn Bhd

COMPETENCY PROFILE CHART (CPC)

SECTOR	INFORMATION TECHNOLOGY & COMMUNICATION (ICT)		
SUB SECTOR	DIGITAL CREATIVE		
JOB AREA	VIDEO / FILM (EDITING)		
JOB LEVEL	FIVE (5)	JOB AREA CODE	IT-072-5:2012

←COMPETENCY→   ←——————————— COMPETENCY UNIT ———————————→

CORE	AUDIO VISUAL (AV) EDITING CONSULTATION	AUDIO VISUAL (AV) EDITING CONCEPT	AUDIO VISUAL (AV) EDITING WORK MANAGEMENT	AUDIO VISUAL (AV) EDITING STUDIO MANAGEMENT
	IT-072-5:2012-C01	IT-072-5:2012-C02	IT-072-5:2012-C03	IT-072-5:2012-C04

AUDIO VISUAL (AV) EDITING APPROVAL
IT-072-5:2012-C05

ELECTIVE	SCENE ANALYSIS
	IT-072-5:2012-E01

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COMPETENCY PROFILE (CP)

SUB SECTOR	DIGITAL CREATIVE
JOB AREA	VIDEO / FILM (EDITING)
LEVEL	FIVE (5)

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
1. AUDIO VISUAL (AV) EDITING CONSULTATION	IT-072-5:2012-C01	Audio visual (AV) editing consultation is the process of discussing which includes planning, designing proposal, project negotiation, assist and advise client on the best solution and most effective cost. He or she is responsible in preparing the proposal, contract, negotiation process with clients, and advise client regarding on the project given.	1. Prepare AV editing proposal	1.1 Project script proposed according to client's requirement. 1.2 Storyboard proposed according to client's requirement. 1.3 Company profile compiled. 1.4 AV editing proposal prepared according to client's requirement.

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
		Personnel who have competent in this competency shall be able to prepare AV editing proposal, carry out AV editing project negotiations with client, conduct AV editing technical meeting, plan AV editing costing, prepare AV editing production contract and verify AV editing invoice. The outcome of this competency is to advise client on the project given and produce an outstanding solution on client consultation.	2. Carry out AV editing project negotiations with client	2.1 Editing project proposal presented according to client's requirement. 2.2 Client's requirement reviewed according to budget allocation. 2.3 Editing concept and direction proposed according to project requirement.
			3. Conduct AV editing technical meeting	3.1 Program category identified according project requirement. 3.2 Editing concept and direction determined according to project requirement.

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
				3.3 Timeline duration determined according to project requirement.
				3.4 Footages identified according to client's requirement.
				3.5 Editing workflow determined according to Director's requirement
				3.6 Storyline determined according to client's requirement.
			4. Plan AV editing costing	4.1 Budget estimation determined according to client's requirement.

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
				4.2 AV editing costing prepared according to client's requirement.
				4.3 AV editing costing presented according to client's requirement.
			5. Prepare AV editing production contract	5.1 AV editing quotation approved according to client's requirement.
				5.2 AV editing concept approved according to client's requirement.
				5.3 AV editing storyboard approved according to client's requirement.

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
				5.4 AV editing production schedule approved according to project requirement.
			6. Verify AV editing invoice	6.1 Supporting document checked according to project requirement.
				6.2 AV editing invoice confirmed.
2. AUDIO VISUAL (AV) EDITING CONCEPT	IT-072-5:2012-C02	Audio Visual (AV) editing concept is a process to identify editing pattern, transitions and alternative editing by using cutting edge technology and latest audio visual equipment, combined with unrivalled back up assistance.	1. Carry out script analysis	1.1 Script reviewed according to project requirement.
				1.2 Editing time frame determined according to project requirement.
				1.3 AV editing concept determined according to project requirement.

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
		He or she is responsible to carry out script analysis, review storyboard analysis, Audio Visual (AV) elements selection, determined and designing the editing concept according to project requirement.		1.4 AV elements determined according to project requirement.
			2. Perform storyboard analysis	2.1 Storyboard reviewed according to project requirement.
		Personnel who have competent in this competency shall be able to carry out script analysis, perform storyboard analysis, selection of Audio Visual (AV) elements, outline editing concept treatment and generate editing concept.		2.2 Editing technique determined according to project requirement.
				2.3 Required AV elements shots determined according to project requirement.

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
		The outcome of this competency is to generate editing concept direction and to avoid repeated or overlapping action.	3. Selection of Audio Visual (AV) elements	3.1 Visual effects utilisation determined according to project requirement. 3.2 Sound design, music and sound effects utilisation determined according to project requirement. 3.3 Motion graphics utilisation determined according to project requirement. 3.4 Translation (subtitle) determined according to client's requirement.

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
			4. Outline editing concept treatment	4.1 Editing technique determined based on creative direction.
				4.2 Storyline identified according to creative direction.
				4.3 Editing concept treatment prepared according to creative direction.
			5. Generate editing concept	5.1 Concept direction determined according to creative direction.
				5.2 Editing concept planned according to storyline.
				5.3 Editing concept proposed according to creative direction.

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
3. AUDIO VISUAL (AV) EDITING WORK MANAGEMENT	IT-072-5:2012-C03	Audio visual (AV) editing work management is a process of planning, acquisition, processing of project, overseeing the quality and progress of Audio Visual (AV) editing works. He or she is responsible to design, edit project review, outline work flow, organise manpower coordination, manage Editor's performance record, and arranged Editor's training. Personnel who have competent in this competency shall be able to plan work load delegation, plan editing work	1. Plan work load delegation 2. Plan editing work flow	1.1 Editing project reviewed according to project requirement. 1.2 Level of work load identified according to project requirement. 1.3 Work load delegation confirmed according to project requirement. 2.1 Project duration reviewed according to project requirement. 2.2 Working timeframe outlined according to project requirement.

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
		flow, plan manpower coordination, administration editor's performance record and plan development program. The outcome of this competency is to provide outstanding Audio Visual (AV) editing process in accordance with job requirement.	3. Plan manpower coordination	2.3 Editing work flow confirmed according to project requirement. 3.1 Working timeframe reviewed according to project requirement. 3.2 Required manpower identified according to project requirement. 3.3 Manpower coordination confirmed according to project requirement.

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
			4. Administer Editor's performance record	4.1 Attendance record reviewed according to project requirement.
				4.2 Editor's commitment assessed according to project requirement.
				4.3 Editor's appraisal recommended according to project requirement.
			5. Plan development program	5.1 Editor's commitment reviewed according to project requirement.
				5.2 Editor's training arranged according to project requirement.

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
				5.3 Editor's motivation provided according to project requirement.
				5.4 Editor's recruitment recommended according to company sales performance.
4. AUDIO VISUAL (AV) EDITING STUDIO MANAGEMENT	IT-072-5:2012-C04	Audio Visual (AV) editing studio management includes planning and organising Audio Visual (AV) editing studio management, also providing editing services, ensure equipment is working properly and the quality of Audio Visual (AV) in best condition according to project requirement.	1. Manage slot schedule	1.1 Work-in-progress reviewed according to according to project requirement.
				1.2 Work-in-progress record updated according to project requirement.
				1.3 Slot schedule confirmed according to Work-in-progress record.

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
		He or she is the person who is responsible to plan editing suite maintenance and plan editing suite development program based on his or her justifications. Personnel who have competent in this competency shall be able to manage slot schedule, monitor Editor's performance, plan editing suite maintenance and plan editing suite development. The outcome of this competency is to provide person that competent in handling Audio Visual (AV) editing studio management.	2. Monitor Editor's performance 3. Plan editing suite maintenance	2.1 Editor's attendance record evaluated according to project requirement. 2.2 Editor's Skill and knowledge evaluated according to project requirement. 3.1 Editing suite inspected according to project requirement. 3.2 Editing software reviewed according to project requirement.

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
				3.3 Editing suite maintenance identified according to hardware condition.
				3.4 Editing suite maintenance recommended according to company's needs.
				3.5 Editing suite maintenance schedule confirmed according to hardware condition.
			4. Plan editing suite development	4.1 Up to date hardware confirmed according to current technology.

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
				4.2 Up to date software confirmed according to current technology.
				4.3 Required furniture confirmed according to studio requirement.
				4.4 Development program cost confirmed according to studio requirement.
				4.5 Studio development program recommended according to company sales performance.

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
5. AUDIO VISUAL (AV) EDITING APPROVAL	IT-072-5:2012-C05	Audio Visual (AV) editing approval is a process of reviewing the final editing, validate the storyline according to client's requirement. He or she should be able to evaluate all aspects of audio and visual elements, colour correction on editing sequences and lastly, arrange final material / master for submission. Personnel who have competent in this competency shall be able to preview final editing, validate storyline, validate visual elements,	1. Preview final editing 2. Validate storyline	1.1 Preview session arranged according to AV and studio requirement. 1.2 Final editing previewed according to project requirement. 2.1 Editing sequence checked according to client's requirement. 2.2 Storyline confirmed according to client's requirement. 2.3 Storyline approved according to client's requirement.

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
		validate audio elements, validate colour correction, and carry out final editing submission. The outcome of this competency is to ensure final editing output prepared met the job quality in accordance with client's requirement.	3. Validate visual elements 4. Validate audio elements	3.1 Editing sequence checked according to client's requirement. 3.2 Visual elements confirmed according to client's requirement. 3.3 Visual elements approved according to client's requirement. 4.1 Editing sequence checked according to client's requirement. 4.2 Audio confirmed according to client's requirement. 4.3 Audio approved according to client's requirement.

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
			5. Validate colour correction	5.1 Colour correction checked according to client's requirement.
				5.2 Colour correction confirmed according to client's requirement.
				5.3 Colour correction approved according to client's requirement.
			6. Carry out final editing submission	6.1 Final material / master compiled according to client's requirement.
				6.2 Contract report compiled according to project requirement.
				6.3 Final editing presented to client according to project requirement.

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
6. SCENE ANALYSIS	**IT-072-5:2012-E01**	Scene analysis is a process of analysing screenplay, determine camera accessories, suitable props, shooting location, mode of transportation, time schedule, cost and guideline to coordinate scene requirement. He or she is responsible in analysing scene, script, equipment, location and prepare time schedule for suitable shooting. Personnel who have competent in this competency shall be able to analyse the screenplay, assess current shooting location, analyse	1. Analyse the screenplay 2. Assess current shooting location 3. Analyse script to produce correct shot	1.1 Lens and accessories confirmed. 1.2 Rigging equipment determined. 1.3 Lighting requirement determined. 1.4 Props requirement identified. 1.5 Sound requirement identified. 2.1 Transportation mode for equipment determined. 3.1 Time schedule for each scene determined.

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
		script to produce correct shot, and coordinate scene requirement. The outcome of this competency is to coordinate scene in accordance to script requirement.	4. Co-ordinate scene requirement	3.2 Continuity requirement determined. 4.1 Scene accomplished according to script requirement.

CURRICULUM of COMPETENCY UNIT (CoCU)

Sub Sector	DIGITAL CREATIVE
Job Area	VIDEO / FILM (EDITING)
Competency Unit Title	AUDIO VISUAL (AV) EDITING CONSULTATION
Learning Outcome	This Audio Visual (AV) editing consultation competency unit is to conduct AV editing technical meeting, plan AV editing costing, prepare AV editing production contract and verify AV editing invoice. Upon completion this competency unit, trainees will be able to :- • Update company profile • Determine concept and creative direction • Delegate editing work • Determine project deadline • Prepare editing production contract

Competency Unit ID	IT-072-5:2012-C01	Level	5	Training Duration	504 Hours	Credit Hours	50

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
1. Prepare AV editing proposal	i. Company profile i.e.; • Management team • Equipments • Manpower • Editing suite • etc ii. Project concept i.e.; • Storyline • Message • Theme			24 Hours	Lecture	• Company profile updated according to company procedure. • Concept and creative direction determined according to project requirement.

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

	• Genre
	• etc
	iii. Type of audio i.e.;
	   • Dialogue
	   • Voice Over
	   • Music
	   • etc
	iv. Type of language version i.e.;
	   • Single language
	   • Bi-language
	   • Multi language
	   • etc
	v. Project media output i.e.;
	   • Web
	   • Tape
	   • Film
	   • Hardisk
	   • DVD / Blu-ray
	   • 3D Stereoscopic
	   • etc
	vi. Type of medium i.e.;
	   • Broadcast (television)
	   • Cinema
	   • etc
	vii. Cost estimate
						• Type of medium determined according to project requirement.
						• Script produced according to project requirement.

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	viii. Project duration i.e.; • Script requirement • Man hour requirement • Machine availability • etc ix. Program category i.e.; • Movie • Drama • Documentary • Animation • TV commercial • Corporate video • etc					
		i. Compile company information ii. Identify concept and creative direction iii. Identify manpower and studio capacity iv. Identify storyline treatment	i. Good personality ii. Good writing skill iii. Good knowledge of editing skill iv. Good evaluation skill of visual editor	48 Hours	Project Assignment / Case study / Demonstration	

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		v. Identify language version vi. Identify program category vii. Identify program duration viii. Identify type of medium	v. Good knowledge of editing software vi. Good manage editing schedule vii. Creative and analytical mind in assessing project requirement viii. Good balance of creative and technical knowledge ix. Computer literate			
2. Carry out AV editing project negotiations with client	i. Presentation software and equipment i.e.; • Microsoft Power Point • Keynote • Laser Pointer • Presentation remote • etc			24 Hours	Lecture	• Editing project proposal approved based on client's requirement. • Contract report presented according to client's requirement.

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	ii. Presentation technique iii. Negotiation technique iv. Company profile i.e.; • Management team • Equipments • Manpower • Editing suite • etc v. Project concept i.e.; • Storyline • Message • Theme • Genre • etc vi. Type of audio i.e.; • Dialogue • Voice Over • Music • etc vii. Type of language version i.e.; • Single language • Bi-language • Multi language • etc					

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	viii. Project media output i.e.; • Web • Tape • Film • Hardisk • DVD / Blu-ray • 3D Stereoscopic • etc ix. Type of medium i.e.; • Broadcast (television) • Cinema x. Project costing xi. Contract requirement / content xii. Project duration i.e.; • Script requirement • Man hour requirement • Machine availability xiii. Program category i.e.; • Movie • Drama • Documentary • Animation • TV commercial • Corporate video • etc					

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		i. Determine presentation software and equipment ii. Prepare presentation materials iii. Present editing project proposal iv. Assess client's requirement v. Prepare contract report	i. Good personality ii. Good interpersonal skill with client and editors iii. Good leadership and business minded qualities iv. Good communication skills in convincing client v. Good presentation skill vi. Maintain good rapport with client vii. Good knowledge of editing skill viii. Good handling of visual editor	56 Hours	Project Assignment / Case study / Demonstration	

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Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
			ix. Good knowledge of editing software x. Good in managing editing schedule xi. Creative and analytical mind in assessing project requirement xii. Meticulous in doing post-production costing xiii. Good balance of creative and technical knowledge			
3. Conduct AV editing technical meeting	i. Solid preparation i.e.; • Client's brief / project brief • Extra copies of Client's brief / project brief			32 Hours	Lecture / Facilitate	• Editing work delegated according to project schedule.

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

	• Copies of any other handouts / slide presentation
	• etc
	ii. Committee meeting / group contribution
	iii. Meeting procedure
	iv. Chairing meetings
	v. Effective moderator
	vi. Meeting content i.e.;
	  • Program category
	  • Footages material
	  • Aspect ratio
	  • DIT (Digital Imaging Technician) sheet
	  • Editing software
	  • Particular software
	  • Project concept
	  • Type of audio
	  • Type of language version
	  • Project media output
						• Project deadline determined according to project schedule.
						• Footages materials obtained according to editing requirement.
						• Good communication and leadership skills applied.
						• Job requisition presented according to project requirement.

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	• Type of medium • Project costing • Job requisition • Editing workflow • Project duration • Project material • etc					
		i. Confirm meeting place ii. Keeping meeting to the subject iii. Brief editing concept and direction iv. Brief storyline v. Identify project duration vi. Identify footages materials vii. Identify editing workflow viii. Prepare job requisition	i. Creative and analytical mind in assessing project requirement ii. Liaise with editor and editing supervisor iii. Ensure editor get the right/correct brief iv. Good balance of creative and technical knowledge v. Good personality	56 Hours	Project Assignment / Case study / Demonstration / Role play	

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
			vi. Good interpersonal skill with client and Editors			
4. Plan AV editing costing	i. Scope of editing project ii. Project duration / workflow iii. AV editing cost analysis i.e.; • Editing suite rate • Man hour • Profit margin • etc iv. Third party estimation i.e.; • Voice Over talent • Music composing • Music library • Motion graphic and visual effects • etc			32 Hours	Lecture	• Production workflow determined according to project requirement. • AV editing costing approved based on client's requirement. • Editing cost submitted according to client's requirement.
		i. Determine the scope of editing project ii. Identify production workflow	i. Creative and analytical mind in assessing project requirement	48 Hours	Project Assignment / Case study / Demonstration	

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Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		iii. Determine production workflow iv. Estimate the cost, time frame, and task required to complete a project v. Record employee time to projects vi. Prepare AV editing costing vii. Present AV editing costing	ii. Meticulous in doing post-production costing iii. Resourceful in finding third party involvement in visual editing iv. Vast skill of editing technique knowledge v. Evaluation skill to determine profit against third party cost in visual editing vi. Critical skill in cost incurrence			
5. Prepare AV editing production contract	i. Negotiation effectively ii. Characteristics and components of legally-binding contracts iii. Changes and forthcoming changes in relevant legislation, conventions, concordats and codes of practice			56 Hours	Lecture	• Quotation and proposal approved according to client's requirement. • Editing production contract prepared according to client's requirement.

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	iv. Terms and mode of payment v. Terms and condition agreement vi. Copyright act vii. Employees act viii. Intellectual Property ix. Trademark					
		i. Summarise the basic terms of agreement in writing ii. Confirm terms and condition with clients iii. Compile approved quotation iv. Acquire client's approval on proposal	i. Meticulous in doing post-production costing ii. Resourceful in finding third party involvement in visual editing iii. Good in interpreting skill in contract law and copyright iv. Good in interpreting skill in terms and condition	88 Hours	Project Assignment / Case study / Demonstration	

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
6. Verify AV editing invoice	i. Information contained in the original invoice i.e.; • Contract number • Clients name and address • Invoice date • Description of items or services purchased • etc ii. Project schedule iii. Supporting document i.e.; • Contract agreement - Approved costing - Approved concept - Approved storyboard iv. Final materials i.e.; • Quantity • Type of materials - Digital Beta - HD (Tape / Data)			16 Hours	Lecture	• AV editing invoice prepared to client according to project requirement. • AV editing invoice issued to client according to project requirement.

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	- Film - DVD (blu-ray/ Standard Definition) - etc					
		i. Compile supporting document and final materials ii. Review the information contained in the original invoice iii. Confirm invoice date valid for the project iv. Confirm invoice match with Purchase Order v. Check AV editing invoice	i. Creative and analytical mind in assessing project requirement ii. Negotiation skill on post-production costing with third party iii. Evaluation skill to determine profit against third party cost in visual editing iv. Critical skill in cost incurrence	24 Hours	Project Assignment / Case study / Demonstration	

Employability Skills

Social Skills / Social Values
1. Communication skills
2. Conceptual skills
3. Interpersonal skills
4. Multitasking and prioritizing
5. Self-discipline
6. Teamwork
7. Learning skills
8. Leadership skill

Tools, Equipment and Materials (TEM)

ITEMS	RATIO (TEM : Trainees)
1. Script	1:1
2. Storyboard	1:1
3. Shooting board	1:1
4. Continuity sheet	1:1
5. DIT (Digital Imaging Technician) sheet	1:1
6. Editing software and hardware	1:5
7. Contract Sample	1:1
8. Purchase Order Sample	1:1
9. Quotation sample	1:1
10. Invoice sample	1:1
11. Agreement sample	1:1
12. Editing rate card	1:1
13. Meeting minute sample	1:1
14. Company profile sample	1:1
15. AV Proposal documentation sample	1:1

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6. Lori Coleman and Diana Friedberg (Jul 21, 2010), Make the Cut: A Guide to Becoming a Successful Assistant Editor in Film and TV. 1st Ed. Focal Press., ISBN: 978-0240813981

CURRICULUM of COMPETENCY UNIT (CoCU)

Sub Sector	DIGITAL CREATIVE
Job Area	VIDEO / FILM (EDITING)
Competency Unit Title	AUDIO VISUAL (AV) EDITING CONCEPT
Learning Outcome	This Audio Visual (AV) editing concept competency unit is to outline editing concept treatment based on creative direction and generate editing concept direction. Upon completion this competency unit, trainees will be able to :- • Determine editing time frame • Determine Audio Visual (AV) editing concept • Determine Audio Visual (AV) elements • Confirm editing concept treatment • Confirm concept direction • Present editing concept outline

Competency Unit ID	IT-072-5:2012-C02	Level	5	Training Duration	279 Hours	Credit Hours	28

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

1. Carry out script analysis	i. Program format i.e.;
	  • Film
	  • Drama
	  • Documentary
	  • Short movie
	  • etc
	ii. Project concept i.e.;
	  • Storyline
	  • Message
	  • Theme
	  • Genre
	  • etc
				16 hours	Lecture	• Script checked according to project requirement.
						• Editing time frame determined according to project requirement.
						• Audio Visual (AV) editing concept determined according to project requirement.

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	iii. Type of audio i.e.; • Dialogue • Voice Over • Music • etc iv. Type of language version i.e.; • Single language • Bi-language • Multi language v. Project media output i.e.; • Web • Tape • Film • Hardisk • DVD / Blu-ray • 3D Stereoscopic • etc vi. Project duration i.e.; • Script requirement • Man hour requirement • Machine availability					• Audio Visual (AV) elements determined according to project requirement. • Script analysis report presented according to project requirement.

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	• Editing technique • etc					
		i. Identify program format ii. Asses script iii. Identify editing time frame iv. Identify audio visual editing concept v. Identify audio visual elements	i. Creative and analytical mind in assessing project concept ii. Meticulous in doing editing schedule iii. Good understanding of audio visual elements iv. Good insight of media output	32 hours	Project Assignment / Case study / Demonstration	
2. Perform storyboard analysis	i. Program format i.e.; • TV Commercial • Corporate video • Animation • Movie Trailer • etc ii. Project concept i.e.; • Storyline • Message • Theme • Genre • etc			16 hours	Lecture	• Storyboard checked according to project requirement. • Editing technique determined according to project requirement. • Audio Visual (AV) elements shots determined according to project requirement.

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	iii. Type of audio i.e.; • Dialogue • Voice Over • Music • etc iv. Type of language version i.e.; • Single language • Bi-language • Multi language v. Project media output i.e.; • Web • Tape • Film • Hardisk • DVD / Blu-ray • 3D Stereoscopic vi. Project duration i.e.; • Script requirement • Man hour requirement • Machine availability • Editing technique • etc					• Storyboard analysis report presented according to project requirement.

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		i. Identify program format ii. Asses Storyboard iii. Identify Editing technique iv. Identify AV elements shots	i. Creative and analytical mind in assessing project concept ii. Ensure project requirement complied iii. Good understanding of selecting AV elements shots	32 hours	Project Assignment / Case study / Demonstration	
3. Selection of Audio Visual (AV) elements	i. Project concept i.e.; • Storyline • Message • Theme • Genre • etc ii. Audio Visual (AV) elements i.e.; • Visual effect • Audio effect / foley • Music background • Subtitle / language • Supers / title • etc			16 hours	Lecture	• Audio Visual (AV) elements position determined according to creative direction. • Audio Visual (AV) elements determined according to creative direction. • Translation (subtitle) determined according to project requirement.

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	iii. Audio Visual (AV) editing software					• Audio Visual (AV) elements report presented according to project requirement.
		i. Analyse AV elements ii. Identify Audio Visual (AV) elements position iii. Identify Audio Visual (AV) elements iv. Identify Translation (subtitle)	i. Creative and analytical mind in assessing project concept ii. Meticulous in determining editing requirements iii. Good understanding of audio visual elements iv. Good understanding of determining AV resources	32 hours	Project Assignment / Case study / Demonstration	
4. Outline editing concept treatment	i. Project concept i.e.; • Storyline • Message • Theme • Genre • etc ii. Technique of editing i.e.; • Continuity editing • Parallel editing			15 Hours	Lecture / Facilitate	• Editing technique determined according to project requirement. • Editing concept treatment confirmed according to creative direction.

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	• Overlapping editing • Temporal editing • Elliptical editing • Montage • Spatial editing • Rhythmic editing • etc					• Editing concept outline presented according to creative direction.
		i. Identify editing technique ii. Identify editing concept treatment	i. Creative and analytical mind in assessing project concept ii. Good understanding of editing concept treatment iii. Good understanding of editing technique	32 Hours	Project Assignment / Case study / Demonstration	
5. Generate editing concept	i. Project concept i.e.; • Storyline • Message • Theme • Genre • etc			8 Hours	Lecture	• Concept direction confirmed according to project requirement.

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	ii. Technique of editing i.e.; • Continuity editing • Parallel editing • Overlapping editing • Temporal editing • Elliptical editing • Montage • Spatial editing • Rhythmic editing • etc					• Editing concept confirm according to project requirement. • Editing concept direction presented according to project requirement.
		i. Determine concept direction ii. Create editing concept	i. Creative and analytical mind in assessing project concept ii. Good understanding of editing concept direction iii. Good understanding of editing technique	80 Hours	Project Assignment / Case study / Demonstration	

Employability Skills

Social Skills / Social Values
1.   Communication skills
2.   Conceptual skills
3.   Interpersonal skills
4.   Multitasking and prioritizing
5.   Self-discipline
6.   Teamwork
7.   Learning skills
8.   Leadership skill

Tools, Equipment and Materials (TEM)

ITEMS	RATIO (TEM : Trainees)
1. Script	1:1
2. Storyboard	1:1
3. Shooting board	1:1
4. Continuity sheet	1:1
5. Editing software and hardware	1:5
6. Music library	1:25

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1. John Rosenberg (Nov 29, 2010), The Healthy Edit: Creative Editing Techniques for Perfecting Your Movie. 1st Ed. Focal Press, ISBN: 978-0240814469
2. Sam Kauffmann and Ashley Kennedy (Jul 15, 2012), Avid Editing: A Guide for Beginning and Intermediate Users. 5th Ed. Focal Press, ISBN: 978-0240818566
3. Gael Chandler (Jun 1, 2012), Cut by Cut, 2nd edition: Editing Your Film or Video. 2nd Ed., Revised Edition. Michael Wiese Productions., ISBN: 978-1615930906
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5. Ronald J. Compesi (Aug 13, 2006), Video Field Production and Editing (7th Edition), Pearson., ISBN: 978-0205483358
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CURRICULUM of COMPETENCY UNIT (CoCU)

Sub Sector	DIGITAL CREATIVE
Job Area	VIDEO / FILM (EDITING)
Competency Unit Title	AUDIO VISUAL (AV) EDITING WORK MANAGEMENT
Learning Outcome	This Audio Visual (AV) editing work management competency unit is to plan editing work flow, manpower coordination, administer Editor's performance record and plan future development program. Upon completion this competency unit, trainees will be able to :- • Present work load delegation plan • Determine Editor's training and motivation • Determine Editor's recruitment • Present Editor's performance evaluation • Present development plan

Competency Unit ID	IT-072-5:2012-C03	Level	5	Training Duration	200 Hours	Credit Hours	20

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
1. Plan work load delegation	i. Editing software i.e.; • Final Cut Pro (FCP) • AVID • Sony Vegas • Adobe Premier Pro • Canopus Edius • etc			16 Hours	Lecture	• Work load determined according to project requirement. • Work load delegation confirmed according to project requirement. • Work load delegation plan presented according to project requirement.

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	ii. Particular software i.e.; • After effects • Adobe Photoshop • Apple motion • etc iii. Manpower i.e.; • Quantity of editor • Skills of editor • etc iv. Studio editing slot v. Outsources i.e.; • Voice Over talent • Music composing • Music library • Motion graphic and visual effects • etc vi. Working schedule and time frame					
		i. Asses editing project ii. List all the tasks that need to be done iii. Calculate the number of hours required to do all the tasks	i. Follow job requisition procedure ii. Up-to-date in editing software knowledge	24 Hours	Project Assignment / Case study / Demonstration	

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		iv. Confirm time frame for delivery v. Identify work load vi. Structure work load vii.Determine work load delegation	iii. Resourceful in selecting skilful editor iv. Thorough in checking editing suite v. Follow editing workflow vi. Understanding of editing suite slot schedule vii. Aware of the project deadline			
2. Plan editing work flow	i. Editing project processes ii. Editing software i.e.; • Final Cut Pro (FCP) • AVID • Sony Vegas • Adobe Premier Pro • Canopus Edius • etc iii. Particular software i.e.; • After effects • Photoshop			16 Hours	Lecture	• Working time frame determined according to project requirement. • Editing work flow confirmed according to project requirement. • Editing work flow plan presented according to project requirement.

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

	• Apple motion
	• etc
	iv. Manpower i.e.;
	  • Quantity of editor
	  • Skills of editor
	v. Studio editing slot
	vi. Outsources i.e.;
	  • Voice Over talent
	  • Music composing
	  • Music library
	  • Motion graphic and visual effects
	  • etc
	vii. Working Schedule and time frame
	viii.Technique of editing i.e.;
	  • Continuity editing
	  • Parallel editing
	  • Overlapping editing
	  • Temporal editing
	  • Elliptical editing
	  • Montage
	  • Spatial editing
	  • Rhythmic editing					

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		i. Review project requirement ii. Identify working timeframe iii. Identify project duration iv. Identify editing project processes v. Identify editing work flow	i. Understanding of editing suite slot schedule ii. Aware of the project deadline iii. Able to identify appropriate skills editor iv. Understand scope of work v. Up-to-date in editing software knowledge vi. Resourceful in outsourcing third party involvement vii. Ensure editor get the right brief on editing technique	24 Hours	Project Assignment / Case study / Demonstration	
3. Plan manpower coordination	i. Editing software i.e.; • Final Cut Pro (FCP) • AVID • Sony Vegas • Adobe Premier Pro			16 Hours	Lecture	• Working timeframe determined according to project requirement. • Manpower determined according to project requirement.

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

	• Canopus Edius
	• etc
	ii. Particular software i.e.;
	  • After effects
	  • Photoshop
	  • Apple motion
	  • etc
	iii. Manpower i.e.;
	  • Quantity of editor
	  • Skills of editor
	  • etc
	iv. Studio editing slot
	v. Working Schedule and time frame
	vi. Technique of editing i.e.;
	  • Continuity editing
	  • Parallel editing
	  • Overlapping editing
	  • Temporal editing
	  • Elliptical editing
	  • Montage
	  • Spatial editing
	  • Rhythmic editing
						• Manpower coordination confirmed according to project requirement.
						• Manpower coordination plan presented according to project requirement.

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Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		i. Identify working timeframe ii. Determines number of manpower necessary to complete the tasks or projects iii. Identify manpower coordination	i. Understanding of editing suite slot schedule ii. Aware of the project deadline iii. Able to identify appropriate skills editor iv. Understand scope of work v. Up-to-date in editing software knowledge vi. Resourceful in outsourcing third party involvement vii. Ensure editor get the right brief on editing technique	24 Hours	Project Assignment / Case study / Demonstration	
4. Administer Editor's performance record	i. Editing software i.e.; • Final Cut Pro (FCP) • AVID • Sony Vegas • Adobe Premier Pro			16 hours	Lecture	• Editor's commitment assessed according to project requirement.

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

	• Canopus Edius
	• etc
	ii. Particular software i.e.;
	   • After effects
	   • Photoshop
	   • Apple motion
	   • etc
	iii. Manpower i.e.;
	   • Quantity of editor
	   • Skills of editor
	iv. Studio editing slot
	v. Working Schedule and time frame
	vi. Technique of editing i.e.;
	   • Continuity editing
	   • Parallel editing
	   • Overlapping editing
	   • Temporal editing
	   • Elliptical editing
	   • Montage
	   • Spatial editing
	   • Rhythmic editing
	   • etc
						• Editor's appraisal determined.
						• Editor's performance evaluation presented.

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		i. Asses Attendance record ii. Evaluate Editor's commitment iii. Propose Editor's appraisal	i. Meticulous in selecting skilful editor ii. Thorough and fair in evaluating editor's commitment iii. Understand laws and workers' right iv. Know how to motivate editors and cultivate the spirit of dedication	24 hours	Project Assignment / Case study / Demonstration	
5. Plan development program	i. Editing suite ii. Man power iii. Software			16 hours	Lecture	• Editor's commitment assessed according to project requirement. • Editor's training and motivation determined according to project requirement

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		i. Evaluate Editor's commitment ii. Identify Editor's training and motivation iii. Propose Editor's recruitment	i. Meticulous in selecting skilful editor ii. Thorough and fair in evaluating editor's commitment iii. Know how to motivate editors and cultivate the spirit of dedication iv. Able to justify operating costs against profit	24 hours	Project Assignment / Case study / Demonstration	• Editor's recruitment determined according to project requirement. • Development plan presented according to project requirement.

Employability Skills

Social Skills / Social Values
1. Communication skills
2. Conceptual skills
3. Interpersonal skills
4. Multitasking and prioritizing
5. Self-discipline
6. Teamwork
7. Learning skills
8. Leadership skill

Tools, Equipment and Materials (TEM)

ITEMS	RATIO (TEM : Trainees)
1. Script	1:1
2. Storyboard	1:1
3. Shooting board	1:1
4. Writing and calculation software	1:25
5. Continuity sheet	1:1
6. Editing software and hardware	1:3

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1. John Rosenberg (Nov 29, 2010), The Healthy Edit: Creative Editing Techniques for Perfecting Your Movie. 1st Ed. Focal Press, ISBN: 978-0240814469
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CURRICULUM of COMPETENCY UNIT (CoCU)

Sub Sector	DIGITAL CREATIVE
Job Area	VIDEO / FILM (EDITING)
Competency Unit Title	AUDIO VISUAL (AV) EDITING STUDIO MANAGEMENT
Learning Outcome	This Audio Visual (AV) editing studio management competency unit is to plan editing suite maintenance and plan editing suite development program based on his justifications. Upon completion this competency unit, trainees will be able to :- • Determine Editor and editing suite • Present slot schedule plan • Arrange editing suite maintenance • Confirm studio development program

Competency Unit ID	IT-072-5:2012-C04	Level	5	Training Duration	176 Hours	Credit Hours	18

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
1. Manage slot schedule	i. Manpower i.e.; • Number of Editor • Skills of Editor • etc ii. Studio editing slot iii. Working schedule and time frame			8 Hours	Lecture	• Work-in-progress updated according to project requirement. • Slot schedule confirmed according to project requirement. • Editor and editing suite determined according to project requirement.
		i. Check work-in-progress ii. Arrange slot schedule iii. Identify editor and editing suite	i. Meticulous in monitoring project /editing schedule	16 Hours	Project Assignment / Case study / Demonstration	

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
			ii. Meticulous in coordinate editing slot iii. Understanding of editing suite slot schedule iv. Aware of the project deadline v. Able to identify appropriate skills editor vi. Understand scope of work			• Slot schedule plan presented according to project requirement
2. Monitor Editor's performance	i. Working schedule ii. Work flow iii. Editing Log book iv. Company's policy and regulation v. Editing software i.e.; • Final Cut Pro (FCP) • AVID • Sony Vegas • Adobe Premier Pro • Canopus Edius • etc vi. Particular software i.e.; • After effects			16 Hours	Lecture	• Editing log book verified according to project requirement. • Editor's skill and knowledge assessed according to project requirement. • Editor's performance evaluation report presented according to project requirement.

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	• Adobe Photoshop • Apple motion • etc					
		i. Assess Editing log book ii. Evaluate Editor's Skill and knowledge	i. Thorough in evaluating editors' attendance ii. Detailed Monitoring editor's time in and out iii. Thorough in evaluating editor's commitment iv. thorough in evaluating editor's log book v. Follow company's regulation and procedure vi. Thorough and fair in evaluating editor's commitment	56 hours	Project Assignment / Case study / Demonstration	

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
			vii. Understand laws and workers' right viii. Know how to motivate editors and cultivate the spirit of dedication			
3. Plan editing suite maintenance	i. Editing software ii. Computer utilities i.e.; • Diagnostic software • Disk clean up • Defragmentation • etc iii. Editing hardware iv. Editing suite			16 hours	Lecture	• Editing suite maintenance arranged according to project requirement. • Editing suite maintenance plan arranged according to project requirement.
		i. Check editing suite ii. Check editing software iii. Identify editing suite maintenance iv. Determine editing suite maintenance schedule	i. Thorough in inspecting editing suite condition ii. Understanding in maintenance procedure iii. Wise in identifying necessary vendor	24 hours	Project Assignment / Case study / Demonstration	

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
			iv. Follow safety policy v. Thorough in diagnose software faulty vi. Follow software installation procedure			
4. Plan editing suite development	i. Software ii. Hardware iii. Furniture iv. Costing / pricing			16 hours	Lecture	• Studio development program confirmed according to project requirement and budget allocation. • Studio development plan presented according to project requirement.
		i. Identify up to date hardware ii. Identify up to date software iii. Identify required furniture iv. Identify development program budget v. Propose studio development program	i. Thorough in inspecting editing suite condition ii. Understanding of software utilisation iii. Wise in decision making iv. Wise in identifying necessary vendor v. Able to justify operating costs against profit	24 hours	Project Assignment / Case study / Demonstration	

Employability Skills

Social Skills / Social Values
1.   Communication skills
2.   Conceptual skills
3.   Interpersonal skills
4.   Multitasking and prioritizing
5.   Self-discipline
6.   Teamwork
7.   Learning skills
8.   Leadership skill

Tools, Equipment and Materials (TEM)

ITEMS	RATIO (TEM : Trainees)
1. Script	1:1
2. Storyboard	1:1
3. Shooting board	1:1
4. Continuity sheet	1:1
5. Editing software and hardware	1:5
6. Maintenance schedule format	1.1
7. Editing log book	1.1
8. Development proposal sample	1.1
9. Editor's skills and knowledge appraisal documentation sample	1.1

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CURRICULUM of COMPETENCY UNIT (CoCU)

Sub Sector	DIGITAL CREATIVE
Job Area	VIDEO / FILM (EDITING)
Competency Unit Title	AUDIO VISUAL (AV) EDITING APPROVAL
Learning Outcome	This Audio Visual (AV) editing approval competency unit is to evaluate all aspects of audio and visual elements, colour correction on editing sequences and arrange final material / master for submission. Upon completion this competency unit, trainees will be able to :- - Present final editing report - Assess storyline - Assess visual elements - Assess audio elements - Confirm colour correction - Confirm final materials / master

Competency Unit ID	IT-072-5:2012-C05	Level	5	Training Duration	224 Hours	Credit Hours	22

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
1. Preview final editing	i. Project concept i.e.; - Storyline - Message - Theme - Genre - etc ii. Type of audio i.e.; - Dialogue - Voice Over - Music - etc			16 Hours	Lecture	- Final editing assessed according to project requirement. - Final editing report presented according to project requirement.

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	iii. Type of language version i.e.; • Single language • Bi-language • Multi language • etc iv. Project media output i.e.; • Web • Tape • Film • Hardisk • DVD / Blu-ray • 3D Stereoscopic • etc v. Type of medium i.e.; • Broadcast (television) • Cinema vi. Project costing vii. Program category i.e.; • Movie • Drama • Documentary • Animation • TV commercial • Corporate video • etc					

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		i. Preview session arranged ii. Preview final editing	i. Creative and analytical mind in preview final editing ii. Ensure project requirements fulfilled iii. Detailed Understanding of editing technique iv. Understanding of project concept v. Detailed Understanding of AV elements vi. Detailed understanding of project requirement	24 Hours	Project Assignment / Case study / Demonstration	
2. Validate storyline	i. Script ii. Continuity Sheet iii. Shooting Board iv. Project Duration v. Aspect Ratio i.e.; • 4:3 • 14:9			16 Hours	Lecture	• Storyline assessed according to project requirement.

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	• 16:9 • Cinemascope • Anamorphic • Flat Screen • Letter Box • Pillar Box • Wide Screen vi. Program Category I.E.; • Movie • Drama • Documentary • Animation • TV Commercial • Corporate Video • etc					• Storyline validation report presented according to project requirement.
		i. Preview editing sequence ii. Identify storyline iii. Confirm storyline	i. Creative and analytical mind in preview editing sequence ii. Ensure project requirements fulfilled iii. Detailed Understanding of broadcast technical aspects	24 Hours	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. Detailed understanding of project requirement			
3. Validate visual elements	i. Storyboard ii. Shooting board iii. Script iv. Shot duration v. Editing software i.e.; • Final Cut Pro (FCP) • AVID • Sony Vegas • Adobe Premier Pro • Canopus Edius vi. Visual elements i.e.; • Motion graphic • Montage • Visual effects • Transition • Supers / title			16 hours	Lecture	• Visual elements assessed according to creative direction. • Visual elements validation report presented according to project requirement.
		i. Preview editing sequence ii. Determine visual elements iii. Confirm visual elements	i. Creative and analytical mind in preview editing sequence	24 hours	Project Assignment / Case study / Demonstration	

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
			ii. Ensure project requirements fulfilled iii. Detailed Understanding of editing technique iv. Understanding of project concept v. Detailed Understanding of visual elements vi. Detailed understanding of project requirement			
4. Validate audio elements	i. Storyboard ii. Shooting board iii. Script iv. Audio clip duration v. Editing software i.e.; • Final Cut Pro (FCP) • AVID • Sony Vegas • Adobe Premier Pro			16 Hours	Lecture	• Audio elements assessed according to creative direction. • Audio elements validation report presented according to project requirement.

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

	• Canopus Edius
	• etc
	vi. Visual elements i.e.;
	  • Motion graphic
	  • Montage
	  • Visual effects
	  • Transition
	  • Supers / title
	  • etc
	vii. Audio elements i.e.;
	  • Music
	  • Sound effect
	  • Foley effect
	  • Voice Over
	  • Dialogue
	  • etc					

		i. Preview editing sequence ii. Determine audio elements iii. Confirm audio elements	i. Creative and analytical mind in preview editing sequence ii. Adhere audio specifications iii. Fulfils project requirements iv. Detailed Understanding of editing technique	24 Hours	Project Assignment / Case study / Demonstration	

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
			v. Understanding of project concept vi. Detailed Understanding of Audio elements vii. Detailed understanding of project requirement			
5. Validate colour correction	i. Storyboard ii. Shooting board iii. Script iv. Visual colour enhancement i.e.; • White balance • Brightness and contrast • Chroma colour • Temperature • etc v. Colour theme / concept vi. Editing software i.e.; • Final Cut Pro (FCP) • AVID			16 Hours	Lecture	• Colour correction confirmed according to creative direction. • Colour correction validation report presented according to project requirement.

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	• Sony Vegas • Adobe Premier Pro • Canopus Edius • etc vii. Visual elements i.e.; • Motion graphic • Montage • Visual effects • Transition • Supers / title • etc					
		i. Assess Colour correction ii. Determine Colour correction	i. Creative and analytical mind in preview editing sequence ii. Adhere colour specifications iii. Fulfils project requirements iv. Detailed Understanding of editing technique v. Understanding of project concept	24 Hours	Project Assignment / Case study / Demonstration	

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
			vi. Detailed Understanding of colour correction vii. Detailed understanding of project requirement			

6. Carry out final editing submission	i. Footages material i.e.;
	• Tape i.e.;
	  - Mini-DV
	  - DV CAM
	  - Beta SP
	  - Beta Digital
	  - HD CAM
	  - etc
	• Tapeless i.e.;
	  - SD Card
	  - SxS Card
	  - etc
	ii. Project duration
	iii. Aspect ratio i.e.;
	• 4:3
	• 14:9
	• 16:9
	• Cinemascope
	• Anamorphic
	• Flat screen
				8 Hours	Lecture	• Final material / master confirmed according to project requirement.
						• Final editing approved according to client's requirement.
						• Master copy / final material presented according to client's requirement.

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

	• Letter box
	• Pillar box
	• Wide screen
	• etc
	iv. Program category i.e.;
	  • Movie
	  • Drama
	  • Documentary
	  • Animation
	  • TV commercial
	  • Corporate video
	  • etc
	v. Type of medium i.e.;
	  • Broadcast
	    (television)
	  • Cinema
	vi. Type of supporting
	   material i.e.;
	  • Script
	  • Storyboard
	  • Contact report
	  • etc					

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		i. Determine Final material / master ii. Compile supporting document. iii. Present Final editing	i. Creative and analytical mind in preview editing sequence ii. Fulfils project requirements iii. Detailed understanding of project and technical requirement iv. Adhere broadcast specifications	16 Hours	Project Assignment / Case study / Demonstration	

Employability Skills

Social Skills / Social Values
1. Communication skills
2. Conceptual skills
3. Interpersonal skills
4. Multitasking and prioritizing
5. Self-discipline
6. Teamwork
7. Learning skills
8. Leadership skill

Tools, Equipment and Materials (TEM)

ITEMS	RATIO (TEM : Trainees)
1. Script	1:1
2. Storyboard	1:1
3. Shooting board	1:1
4. Continuity sheet	1:1
5. Editing software and hardware	1:5
6. Recorded deck	1:1
7. Quality Control form	1:1
8. Final sequence	1:1
9. Contact report sample	1:1
10. Delivery Order sample	1:1
11. Invoice sample	1:1
12. Job sheet	1:1

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1. Ronald J. Compesi (Aug 13, 2006), Video Field Production and Editing (7th Edition). Pearson., ISBN: 978-0205483358
2. John Rosenberg (Nov 29, 2010), The Healthy Edit: Creative Editing Techniques for Perfecting Your Movie. 1st Ed. Focal Press, ISBN: 978-0240814469
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8. Lori Coleman and Diana Friedberg (Jul 21, 2010), Make the Cut: A Guide to Becoming a Successful Assistant Editor in Film and TV. 1st Ed. Focal Press., ISBN: 978-0240813981

CURRICULUM of COMPETENCY UNIT (CoCU)

Sub Sector	DIGITAL CREATIVE
Job Area	VIDEO / FILM PRODUCTION (SHOOTING)
Competency Unit Title	SCENE ANALYSIS
Learning Outcome	This scene analysis competency unit is to analyse screenplay to determine camera accessories required type of lighting and suitable props. Upon completion this competency unit, trainees will be able to :- • Determine screenplay requirement • Specify appropriate lens and accessories • Determine continuity sequence • Produce correct shot

Competency Unit ID	IT-072-5:2012-E01	Level	5	Training Duration	310 Hours	Credit Hours	31

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
1. Analyse the screenplay	i. Scene timings ii. Equipment requirement iii. Camera work iv. Props			20 hours	Lecture	• Screenplay requirement determined. • Appropriate lens and accessories specified. • Audio and sound system requirement determined. • Lighting requirement determined.
		i. Determine appropriate lens and accessories ii. Determine type of audio and sound system iii. Determine type of lighting	i. Follow Director's instruction	45 hours	Project Assignment / Case study / Demonstration	

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

2. Assess current shooting location	i. Shooting criteria
	• Location / Time
	  - Outdoor / Indoor
	  - Day / Night
	  - Weather
	  - Land / Sea / Air
	ii. Lodging requirement
	iii. Transportation requirement
				25 Hours	Lecture	• Lodging requirement confirmed.
						• Transportation requirement confirmed.

		i. Survey shooting location ii. Decide lodging venue iii. Decide transportation	i. Follow Producer's instruction	40 Hours	Project Assignment / Case study / Demonstration	
3. Analyse script to produce correct shot	i. Script timings ii. Script breakdown iii. Equipment requirement iv. Camera work v. Manpower vi. Props			35 Hours	Lecture	• Script requirement determined. • Continuity sequence determined.

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		i. Determine time frame ii. Check continuity sequence	i. Follow Director's instruction	45 Hours	Project Assignment / Case study / Demonstration	• Correct shot produced within allocated Time frame.
4. Co-ordinate scene requirement	i. Script breakdown ii. Location iii. Equipment requirement iv. Manpower v. Transportation vi. Budget Allocation			40 Hours	Lecture	• Required scene accomplished. • Budget wisely spent.
		i. Decide scene requirement ii. Get budget approval iii. Spend within allocated budget	i. Follow Director's instruction	60 Hours	Project Assignment / Case study / Demonstration	

Employability Skills

Social Skills / Social Values
1.   Communication skills
2.   Conceptual skills
3.   Interpersonal skills
4.   Multitasking and prioritizing
5.   Self-discipline
6.   Teamwork
7.   Learning skills
8.   Leadership skill

Tools, Equipment and Materials (TEM)

ITEMS	RATIO (TEM : Trainees)
1. Check List	1:1
2. Camera	1:10
3. Shooting schedule	1:1
4. Cables, connectors & adapters	1:10
5. Script	1:1
6. Storyboard	1:1
7. Lens and accessories	1:10

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1.   Angela Nicholas (1999), 99 Film Scenes for Actors. Avon. ISBN: 0380798042
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5.   Jimmy Hawkins (2003), It's a Wonderful Life: Favorite Scenes from the Classic Film. Andrews McMeel Publishing. ISBN: 0740738410
6.   Jim Owens and Gerald Millerson (2011), Video Production Handbook, Fifth Edition. Focal Press. ISBN: 0240522206

Summary of Training Duration

NO.	COMPETENCY UNIT TITLE	WORK ACTIVITIES	RELATED KNOWLEDGE	RELATED SKILLS	HOURS	ASSESSMENT (KA & PA)	TOTAL (Hours)
1	Audio visual (AV) editing consultation	Prepare AV editing proposal	24	48	72		504
		Carry out AV editing project negotiations with client	24	56	80		
		Conduct AV editing technical meeting	32	56	88		
		Plan AV editing costing	32	48	80		
		Prepare AV editing production contract	56	88	144		
		Verify AV editing invoice	16	24	40		
2	Audio visual (AV) editing concept	Carry out script analysis	16	32	48		279
		Perform Storyboard analysis	16	32	48		
		Selection of Audio Visual (AV) elements	16	32	48		
		Outline editing concept treatment	15	32	47		
		Generate editing concept	8	80	88		
3	Audio visual (AV) editing work management	Plan work load delegation	16	24	40		200
		Plan editing work flow	16	24	40		
		Plan manpower coordination	16	24	40		
		Administer Editor's performance record	16	24	40		
		Plan development program	16	24	40		
4	Audio visual (AV) editing studio management	Manage slot schedule	8	16	24		176
		Monitor Editor's performance	16	56	72		
		Plan editing suite maintenance	16	24	40		
		Plan editing suite development	16	24	40		

NO.	COMPETENCY UNIT TITLE	WORK ACTIVITIES	RELATED KNOWLEDGE	RELATED SKILLS	HOURS	ASSESSMENT (KA & PA)	TOTAL (Hours)
5	Audio visual (AV) editing approval	Preview final editing	16	24	40		224
		Validate storyline	16	24	40		
		Validate visual elements	16	24	40		
		Validate audio elements	16	24	40		
		Validate colour correction	16	24	40		
		Carry out final editing submission	8	16	24		
TOTAL HOURS (CORE Competencies)			479	904	1383		1383
6	Scene analysis	Analyse the screenplay	20	45	65		310
		Assess current shooting location	25	40	65		
		Analyse script to produce correct shot	35	45	80		
		Co-ordinate scene requirement	40	60	100		
TOTAL HOURS (ELECTIVE Competencies)			120	190	310		310
TOTAL HOURS (CORE Competency + Elective Competency)			599	1094	1693		1693